

FY 2019 Proposed Budget



Presentations:

- **Multiple Funds**
- **Internal Service Funds**
- **Capital Improvement Program**
- **Debt Service Fund**
- **Special Revenue Funds**

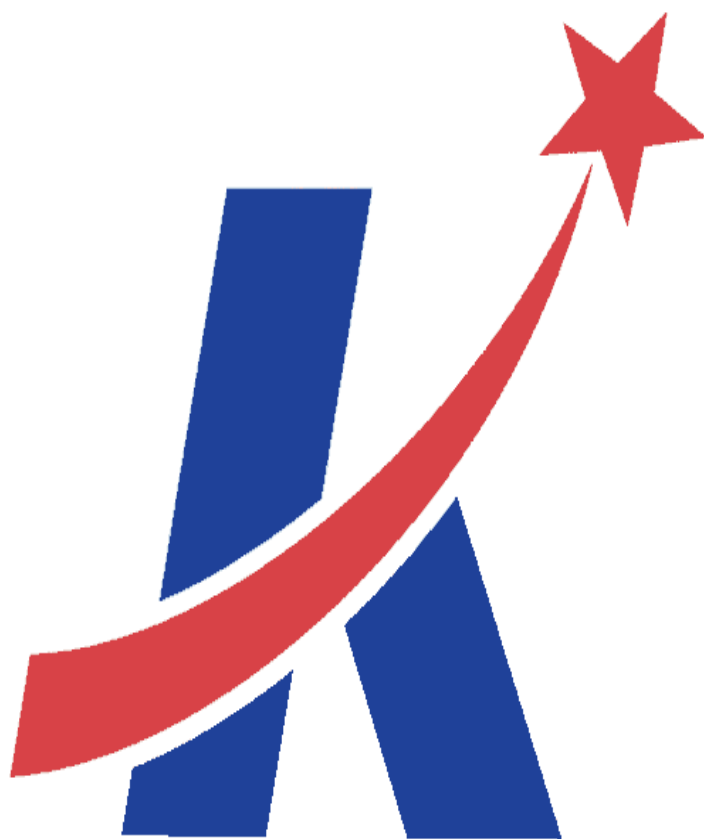


Table of Contents

Book 3 – Multiple Funds, Internal Service Funds, Capital Improvement Program, Debt Service Fund, Special Revenue Funds

1. Multiple Funds –

a. Building Services	7
b. Human Resources.....	22
c. Municipal Court	39
d. Non-Departmental	59
e. Public Works –	
i. Administration	87
ii. Engineering.....	100
iii. Environmental Services, Drainage Maintenance and Mowing	113
iv. Street Operations	129

2. Internal Service Funds –

a. Fleet Services	144
b. Information Technology	168
c. Risk Management.....	184

3. Capital Improvement Program.....199

4. Debt Service Fund229

5. Special Revenue Funds –

a. Community Development Block Grant & HOME Program.....	249
b. Hotel Occupancy Tax (HOT) Fund	268
c. Public Education Government (PEG) Fund	286

6. Other295





MULTIPLE FUNDS



BUILDING SERVICES



FY 2019 Proposed Budget Presentation

Fund: Multiple Funds

Department: Community Development

Division: Building Services

Mission

To provide routine, breakdown, and emergency maintenance for all City-owned buildings with the exception of Aviation and Police Headquarters.



Mission Elements

- ☐ Repair and maintain facility components consisting of heating, ventilation, air conditioning (HVAC), plumbing, electrical, roofs, windows, doors, overhead commercial doors and related items.
- ☐ Service fire safety alarms and equipment.
- ☐ Service elevators and ensure annual compliance with regulations.



By the Numbers:

- ❑ Building Services Routine/Emergency Maintenance
- ❑ Square footage of major buildings maintained: 900,000 SF
- ❑ Square footage of minor buildings maintained: 200,000 SF
- ❑ Maintenance budget: \$654,000/ \$ 0.59PSF
- ❑ Work order requests:1,200
- ❑ Elevators maintained: 8
- ❑ Fire Alarms maintained: 24
- ❑ Fire sprinkler systems: 7



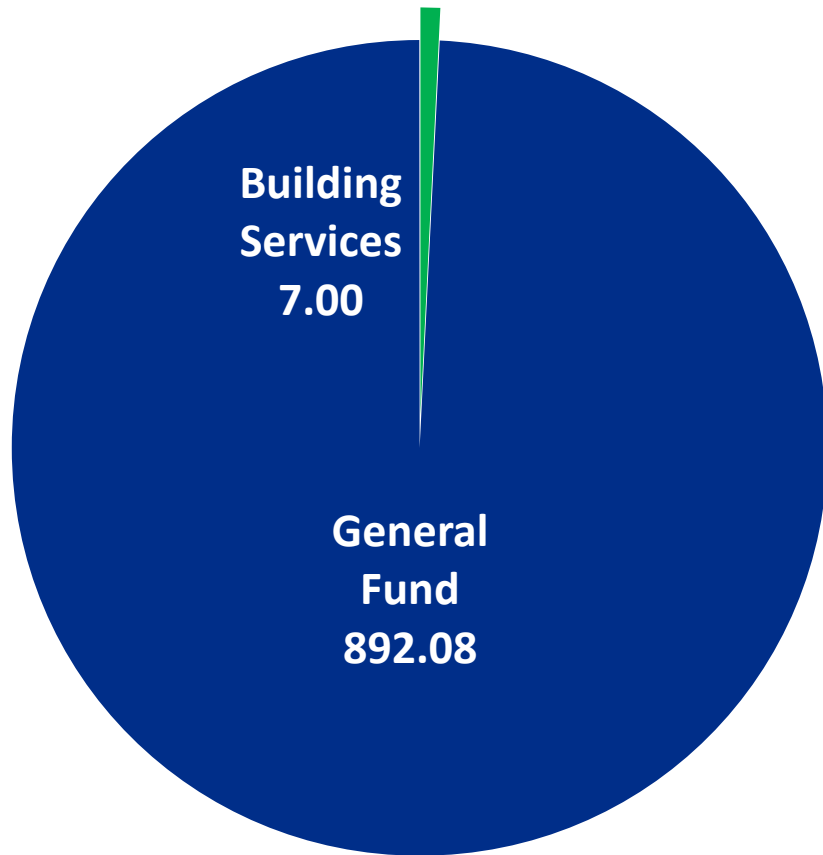
Goals for FY 18/19

- ☐ Implement an HVAC replacement plan with regards to R22 refrigerant phase out.
- ☐ Maintain City facilities.
- ☐ Respond to work orders in a timely manner to satisfy end-users.
- ☐ Maintain elevators, fire alarm systems, and safety equipment.

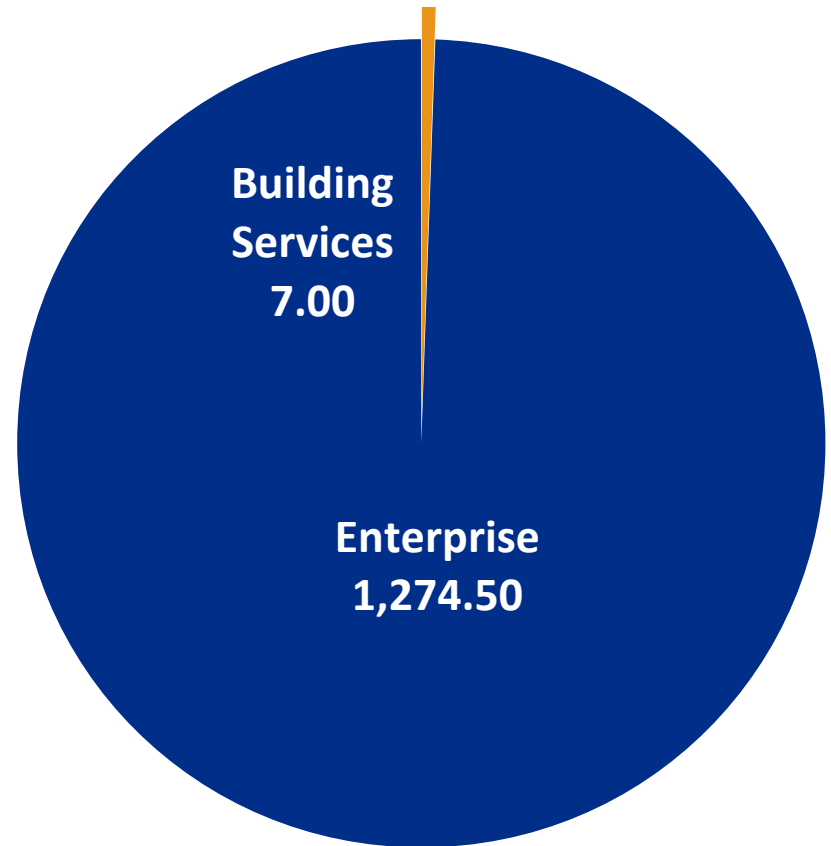


How Building Services Fits in the Enterprise in FY 18/19 – Staffing

0.78% of FTEs in Fund
FTEs in the General Fund



0.55% of FTEs in Enterprise
FTEs in All Funds

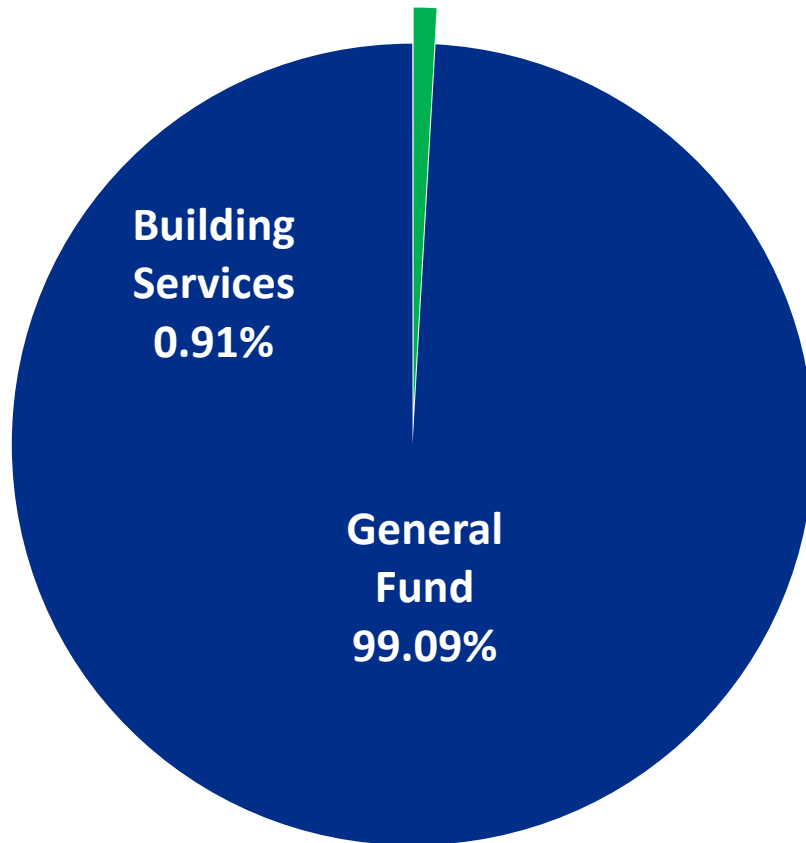


Building Services FTEs = 7.00
General Fund FTEs = 899.08

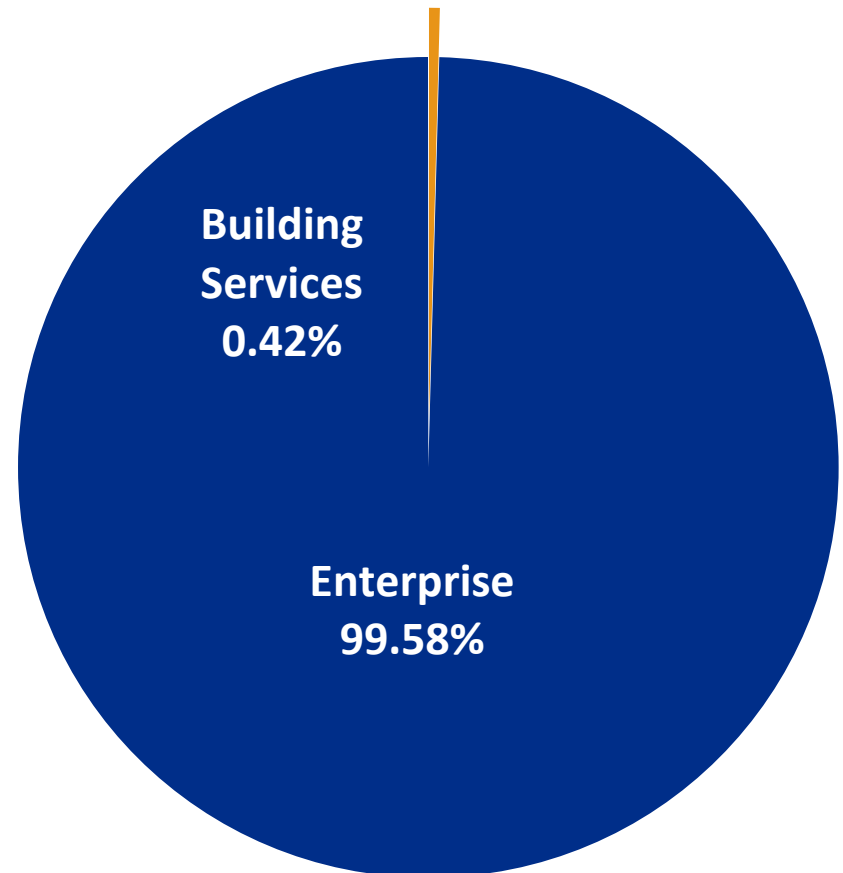
All Funds FTEs = 1,281.50

How Building Services Fits in the Enterprise in FY 18/19 – Budget

0.91% of Expenses in Fund
Expenses in the General Fund



0.42% of Expenses in Enterprise
Expenses in All Funds



Building Services Expense = \$768,164
General Fund = \$84,375,230

All Funds = \$181,339,723

Staffing

	Budgeted FY16/17	Budgeted FY 17/18	Proposed FY 18/19
FTEs	7.00	7.00	7.00



Revenue Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From General Fund	818,504	725,000	635,195	768,164
From Solid Waste Fund	19,705	17,570	17,570	18,641
From Water & Sewer Fund	41,049	64,512	64,512	66,189
Total	\$ 879,258	\$ 807,082	\$ 717,277	\$ 852,994
=Base request				\$ 852,994
+Decision Packages - From Additional Revenue				-
+Decision Packages - From General Fund				-
=Total				\$ 852,994



Expense Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Expense:				
Operations				
• Personnel Services	\$ 347,223	\$ 364,827	\$ 356,314	\$ 372,580
• Materials & Supplies	532,034	442,255	360,963	480,414
• Capital Outlay	-	-	-	-
Total	\$ 879,258	\$ 807,082	\$ 717,277	\$ 852,994
=Base request				\$ 852,994
+Decision packages				-
=Total				\$ 852,994



Explanation of Expense Variance

- ☐ Cost of living adjustment.
- ☐ Compensation equity – phase I.
- ☐ Inflationary increase.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages		\$0	\$0	\$0



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Facilities Manager	3	\$2,923	\$0	\$2,923
Reclass Electric Maintenance Tech to Facilities Maintenance Tech	4	6,090	0	6,090
Door Replacement KCCC	5	29,500	0	29,500
Facilities Maintenance Specialist	6	31,340	0	31,340
Roof Replacement Support St Fire Dept	7	45,000	0	45,000
Total Decision Packages		\$114,853	\$0	\$114,853



City Manager's Comments





HUMAN RESOURCES



FY 2019 Proposed Budget Presentation

Funds: General Fund

Department: Human Resources

Division: Human Resources

Mission

The Human Resources mission is to recruit, train, engage, and retain a diverse, valuable, and safe workforce in support of public safety, public works, and all city services.



Mission Elements

- ☐ Manage recruitment, placement, retention, and staff well-being.
- ☐ Manage a fair classification and compensation plan, and a benefits system.
- ☐ Manage career management, staff development and training, in support of the City's performance management initiative.
- ☐ Communicate and enforce policies, rules and practices that are in compliance with employment law and regulations.



By the Numbers:

- ❑ Manage recruitment, placement, retention, and staff well-being:
 - ❑ Application intake 8,282
 - ❑ Hires (12.75% of workforce) 162
 - ❑ Turnover Rate other than retirees
 - ❑ Overall 10.54%
 - ❑ Classified employees 13.92%
 - ❑ Civil Service employees
 - ❑ Fire Department 4.80%
 - ❑ Police Department 5.40%
- ❑ Manage career management, staff development and training, in support of the City's performance management.
 - ❑ Employees attended various training opportunities 2,329
 - ❑ Employees completed discipline documentation training 1,811



By the Numbers:

- ☐ Manage a fair classification and compensation plan, and a benefits system.
 - ☐ Average percentage below market for the Classified Employee 13.29%
 - ☐ Average percentage below market for the Civil Service Employee 7.5% below market
 - ☐ Three Pay Plans:
 - ☐ Classified employees
 - ☐ Civil Service Fire Department
 - ☐ Civil Service Police Department
- ☐ Manage employee benefit programs.
 - ☐ Healthcare members completed PCP annual physical and wellness assessment: 724
 - ☐ Healthcare non-members participated in biometrics/wellness assessments: 9
 - ☐ Flu shots administered at work (employees and family): 60
 - ☐ Employees participated in boot camp: 106
 - ☐ Employees signed up for City gym membership: 564



By the Numbers:

- ❑ Manage a fair classification and compensation plan, and a benefits system.
 - ❑ Number of job descriptions updated: 111
 - ❑ Employee Classification
 - ❑ Number of Exempt Employees: 140
 - ❑ Number of Non-Exempt Employees: 1,033
- ❑ Manage employee records.
 - ❑ Purge of archived employee files: 548
- ❑ Oversee the disciplinary process and compliance with employment policy.
 - ❑ Terminations due to disciplinary and/or non-compliance: 17



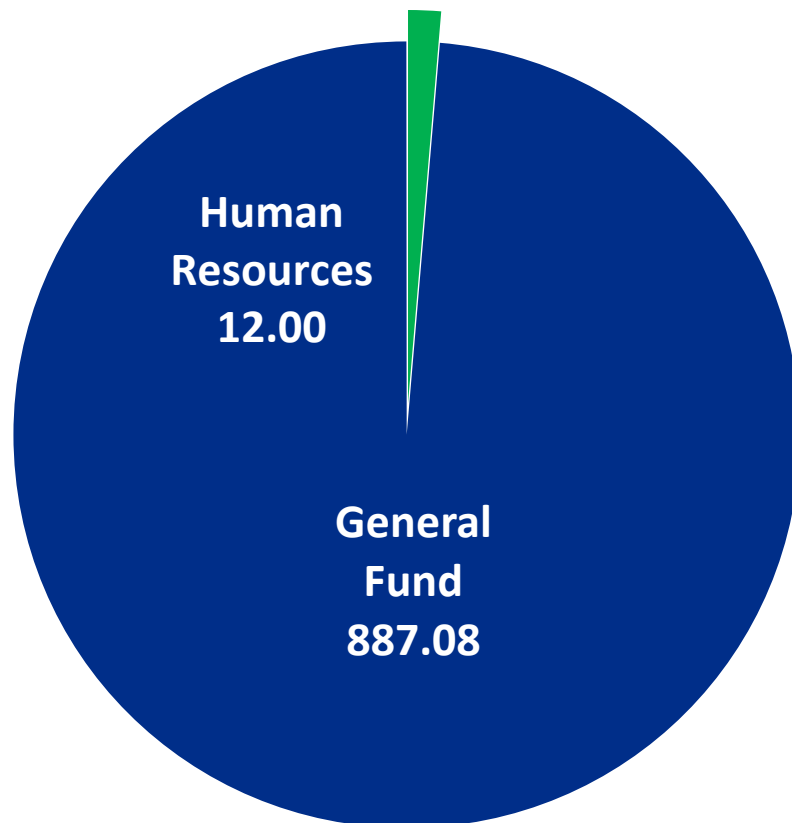
Goals for FY 18/19

- ☐ Preparation for implementation of a new Compensation System for FY20.
- ☐ Design a new performance appraisal system.
- ☐ Continued focus on wellness to include:
 - ☐ Smoking cessation
 - ☐ Obesity

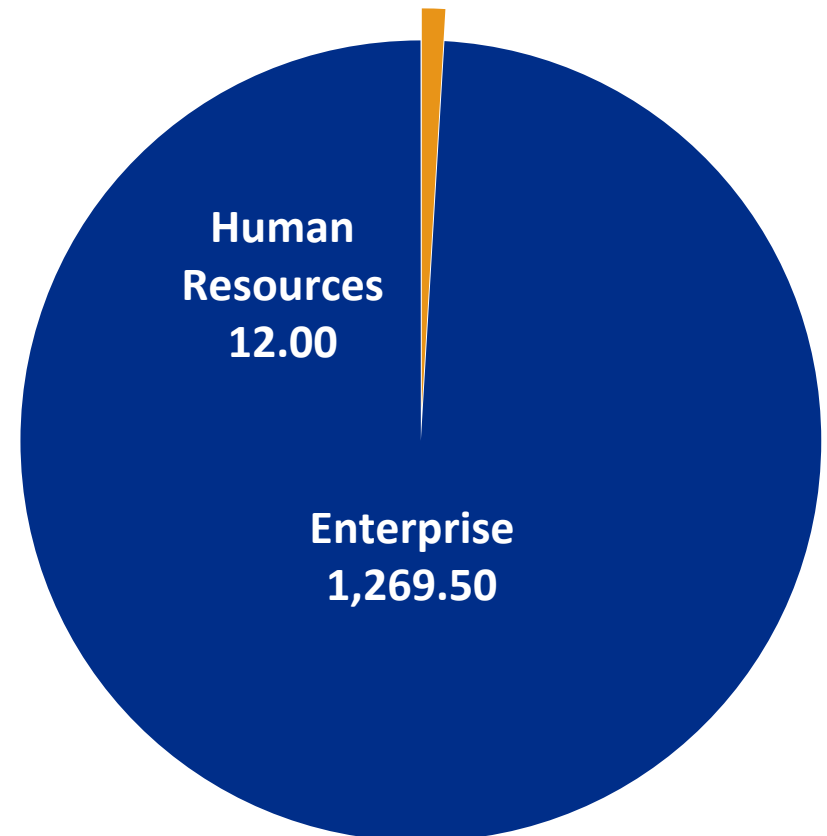


How Human Resources Fits in the Enterprise in FY 18/19 – Staffing

1.33% of FTEs in Fund
FTEs in the General Fund



0.94% of FTEs in Enterprise
FTEs in All Funds

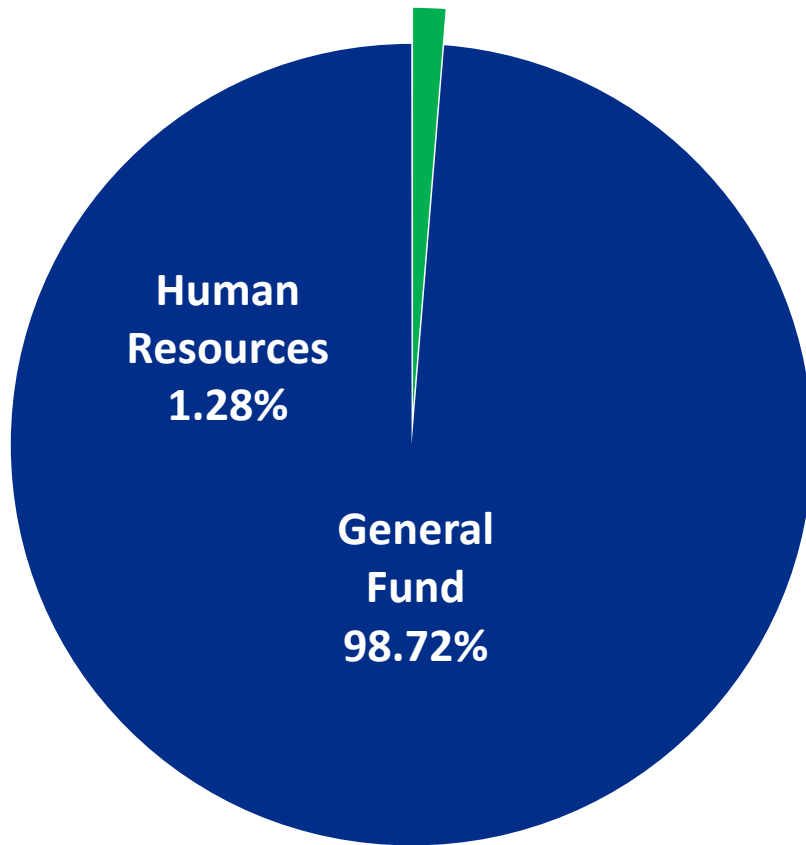


Human Resources FTEs = 12.00
General Fund FTEs = 899.08

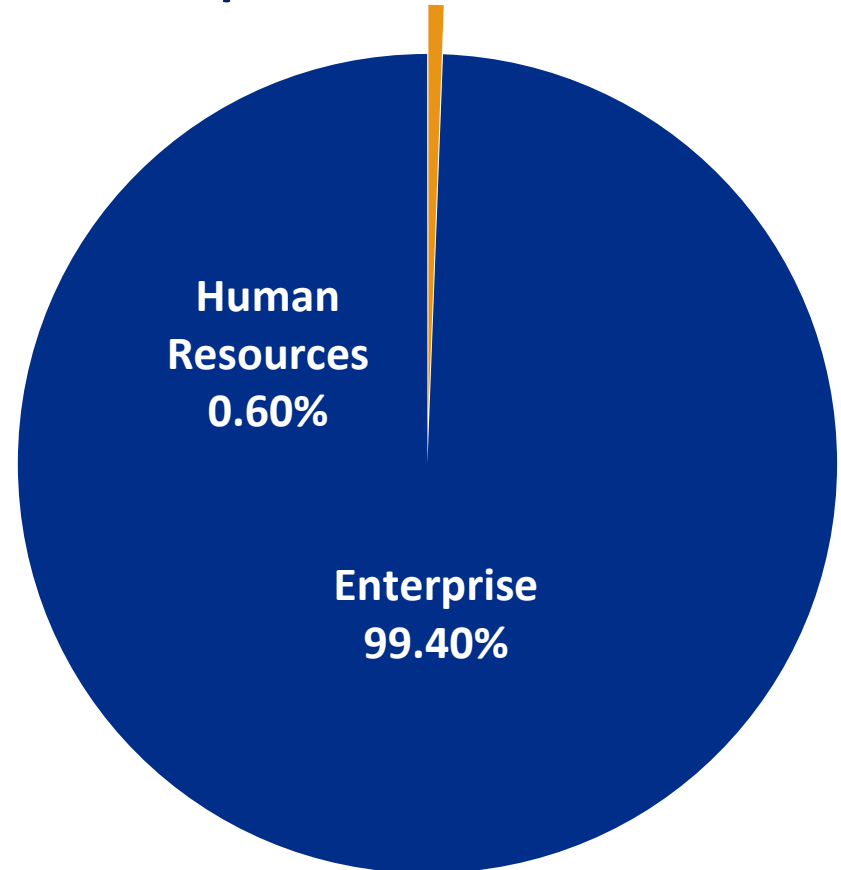
All Funds FTEs = 1,281.50

How Human Resources Fits in the Enterprise in FY 18/19 – Budget

1.28% of Expenses in Fund
Expenses in the General Fund



0.60% of Expenses in Enterprise
Expenses in All Funds



Human Resources Expense = \$1,086,529
General Fund = \$84,375,230

All Funds = \$181,339,723

Staffing

	Budgeted FY16/17	Budgeted FY 17/18	Proposed FY 18/19
FTEs	13.00	12.00	12.00

FY 2018

Transferred Workers Compensation Specialist position to Risk Management ISF.



Revenue Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Aviation Fund	-	23,079	4,000	3,326
From Drainage Fund	-	5,775	5,775	5,925
From General Fund	1,032,678	1,013,206	1,010,948	1,086,529
From Solid Waste Fund	-	13,315	13,315	13,981
From Water & Sewer Fund	-	17,570	17,570	18,027
Total	\$ 1,032,678	\$ 1,072,945	\$ 1,051,608	\$ 1,127,788
=Base request				\$ 1,127,788
+Decision Packages - From Additional Revenue				-
=Total				\$ 1,127,788



Expense Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Expense:				
Operations				
• Personnel Services	\$ 698,649	\$ 702,745	\$ 701,300	\$ 736,783
• Materials & Supplies	72,045	58,068	54,244	63,410
• Contracts	232,256	192,375	228,785	247,257
• Legal & Public Notices	230	12,228	1,000	3,000
• Medical & Chemical	(1,520)	41,250	-	-
• Unemployment Reimburse	31,018	66,279	66,279	77,338
• Capital Outlay	-	-	-	-
Total	\$ 1,032,678	\$ 1,072,945	\$ 1,051,608	\$ 1,127,788
=Base request				\$ 1,127,788
+Decision packages				-
=Total				\$ 1,127,788



Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Inflationary increase.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages				



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Wellness Coordinator, Personnel-New	1	\$65,323	\$0	\$65,323
Professional Learning & Development Coordinator, Personnel-New	2	65,323	0	65,323
Professional Learning & Development Manager, Personnel-New	3	9,665	0	9,665
Vehicle for Human Resources, Capital-Fleet	4	23,065	0	23,065
Total Decision Packages		\$163,376	\$0	\$163,376



City Manager's Comments





MUNICIPAL COURT



FY 2019 Proposed Budget Presentation

Funds: Multiple Funds

Department: Municipal Court

Division: Municipal Court

Mission

To provide a neutral, courteous, and fair forum for all class C misdemeanor offenses arising under Texas civil and criminal statutes and city ordinances and providing for the efficient and timely adjudication of court cases.



Mission Elements

- ☐ Provide for the collection of fines, fees and court costs of adjudicated court cases.
- ☐ File and process citations, complaints, and all court orders.
- ☐ Provide for the service and enforcement of court orders.
- ☐ Ensure reliability and integrity of case files.
- ☐ Ensure access and fairness.



By the Numbers

<input type="checkbox"/> File and process citations and complaints	16,000
<input type="checkbox"/> Process payments for fines, fees, and costs	30,000
<input type="checkbox"/> Process and forward delinquent cases to collections	8,100
<input type="checkbox"/> Process and forward delinquent cases to DPS	7,100
<input type="checkbox"/> Review defendant financial information and process payment plans for qualifying defendants	8,756
<input type="checkbox"/> Process warrants and capias pro fines	3,541
<input type="checkbox"/> Process deferral orders	6,842
<input type="checkbox"/> Process credit for time served requests	2,436
<input type="checkbox"/> Log, file and answer defendant correspondence via mail/email	6,100
<input type="checkbox"/> Review all court case files for accuracy	94,349



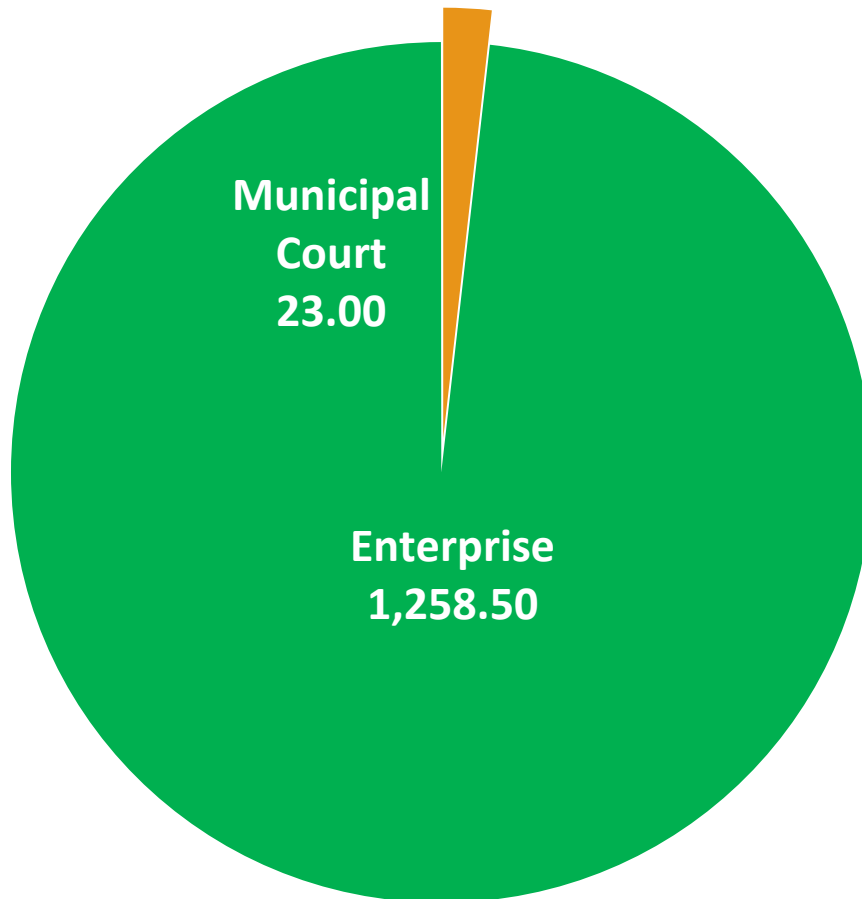
Goals for FY 18/19

- ☐ Identify backlog of delinquent cases and timely process compliance order's in an effort to increase the collection of fines, fees, and cost owed on adjudicated cases.
- ☐ Train and implement a team of clerks specifically to work on compliance of court orders.
- ☐ Identify court case records eligible for destruction.
- ☐ Implement outgoing automated call system.

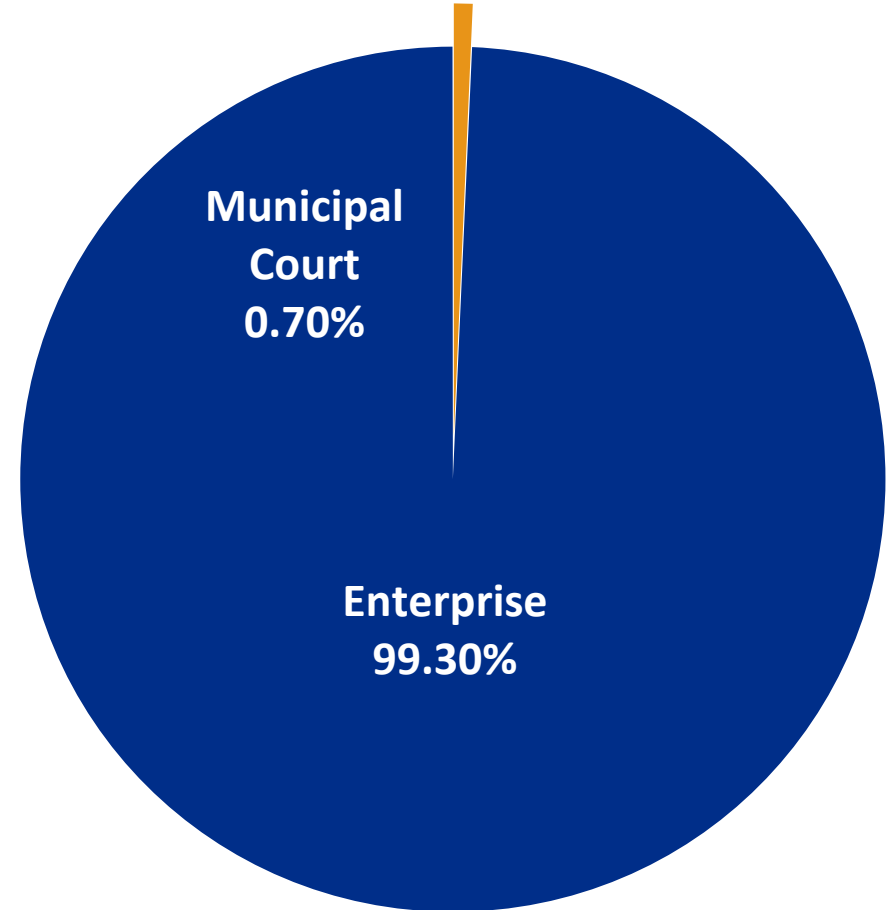


How Municipal Court Fits in the Enterprise in FY 18/19 – Staffing & Budget

1.79% of FTEs in Enterprise
FTEs in All Funds



0.70% of Expenses in Enterprise
Expenses in All Funds



All Funds FTEs = 1,281.50

All Funds = \$181,339,723

Staffing

FTEs by Fund	Budgeted FY16/17	Budgeted FY 17/18	Proposed FY 18/19
General	22.00	19.68	20.00
Court Security	1.00	1.00	1.00
Juvenile Case Manager	2.00	2.00	2.00
Total	26.00	22.68	23.00

FY 2019

Added Collections Specialist position as part of an approved decision package.



Revenue Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Operations Fees	\$ 2,937,517	\$ 2,851,871	\$ 2,455,576	\$ 2,500,000
Grants	-	-	-	-
From General Fund	-	-	-	-
(To) General Fund	(2,006,460)	(1,899,088)	(1,564,384)	(1,504,593)
Total	\$ 931,057	\$ 952,783	\$ 891,192	\$ 995,407
=Base request				\$ 995,407
+Decision Packages - From Additional Revenue				350,000
+Decision Packages - To General Fund				(304,991)
=Total				\$ 1,040,416



Explanation of Revenue Variance

- ❑ Reduced number of violations filed.
- ❑ SB 1913, regarding the financial status of defendants and their ability to pay, was passed in September 2017. This bill dictates to the courts certain guidelines for granting community service and indigence status to defendants.



Expense Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Expense:				
Operations				
• Personnel Services	\$ 859,222	\$ 869,564	\$ 810,578	\$ 887,933
• Materials & Supplies	70,955	80,529	78,034	104,784
• Contracts	880	2,690	2,580	2,690
• Capital Outlay	-	-	-	-
Total	\$ 931,057	\$ 952,783	\$ 891,192	\$ 995,407
=Base request				\$ 995,407
+Decision packages				45,009
=Total				\$ 1,040,416



Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Compensation equity – phase I.
- ☐ Inflationary increase.
- ☐ The court's software is being updated which requires the server to be updated as well.



Special Revenue Funds Municipal Court



Revenue Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Court Security Fund	\$ 52,318	\$ 36,721	\$ 38,885	\$ 41,513
From Court Security Fund	-	8,291	-	-
(To) Court Security Fund	(15,349)	-	260	(1,989)
Court Technology Fund	68,037	45,684	48,993	53,255
From Court Technology Fund	50,343	43,744	30,994	29,752
(To) Court Technology Fund	-	-	-	-
Juvenile Case Manager Fund	88,586	58,202	74,390	67,235
From Juvenile Case Mgr Fund	-	40,306	-	-
(To) Juvenile Case Mgr Fund	(7,910)	-	22,732	34,554
Teen Court Fund	2,371	1,724	1,832	1,777
From Teen Court Fund	-	596	408	543
(To) Teen Court Fund	(177)	-	-	-
Total	\$ 238,219	\$ 235,268	\$ 218,494	\$ 226,640
=Base request				\$ 226,640
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Special Revenue Funds				-
=Total				\$ 226,640



Explanation of Revenue Variance

- ❑ Case filings in the Municipal Court have decreased over the past three months. It is anticipated that this trend will continue through the next fiscal year.
- ❑ SB 1913, regarding the financial status of defendants and their ability to pay, was passed in September 2017. This bill dictates to the courts certain guidelines for granting community service and indigence status to defendants.



Expense Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Expense:				
Operations				
• Personnel Services	\$ 108,086	\$ 123,069	\$ 121,726	\$ 126,659
• Materials & Supplies	113,706	112,199	96,768	99,981
• Capital Outlay	16,427	-	-	-
Total	\$ 238,219	\$ 235,268	\$ 218,494	\$ 226,640
=Base request				\$ 226,640
+Decision packages				-
=Total				\$ 226,640



Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Inflationary increase.
- ☐ Allocated less funds to be spent on training, travel, computer equipment, and technology maintenance.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Collections Specialist for Delinquent Collections		\$45,009	\$350,000	(\$304,991)
Total Decision Packages		\$45,009	\$350,000	(\$304,991)



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Deputy City Marshal	1	\$45,073	\$0	\$45,073
Deputy Court Clerk I	2	30,365	0	30,365
Total Decision Packages		\$75,438	\$0	\$75,438



City Manager's Comments





NON-DEPARTMENTAL



FY 2019 Proposed Budget Presentation

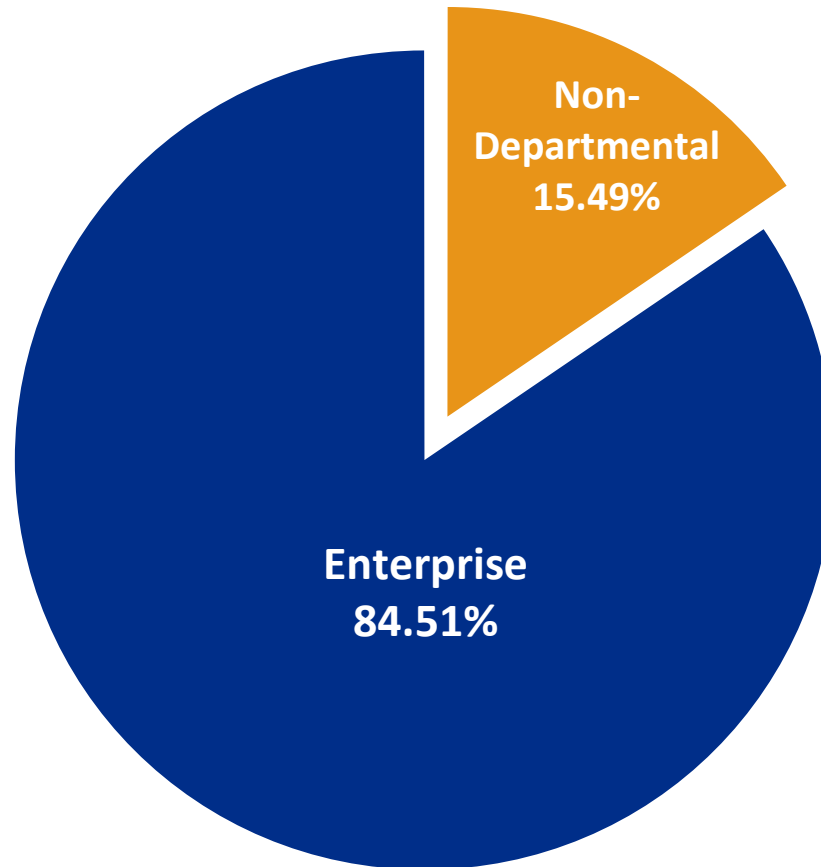
Funds: Multiple Funds

Department: Non-Departmental

Division: Non-Departmental

How Non-Departmental Fits in the Enterprise in FY 18/19 – Budget

15.49% of Expenses in Enterprise
Expenses in All Funds



All Funds = \$181,339,723



Revenue Budget – General Fund

Revenues:

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
<i>Revenue:</i>				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From General Fund	3,030,404	10,269,491	10,714,993	10,322,229
Total	\$ 3,030,404	\$ 10,269,491	\$ 10,714,993	\$ 10,322,229



Expense Budget – General Fund

	Actual	Adopted Budget	Estimated Actual	Proposed Budget
	FY 16/17	FY 17/18	FY 17/18	FY 18/19
Expense:				
Operations				
• Transfer to Fleet Equipment Repl.	\$ -	\$ 2,395,660	\$ 2,395,660	\$ 2,441,500
• Bell County Comm Ctr	865,548	1,469,885	1,469,885	1,478,732
• Transfer to Information Technology	-	1,039,263	1,055,827	1,099,887
• Separation Pay	-	300,000	759,425	1,000,000
• Transfer to Risk Management	-	781,808	781,808	817,847
• Transfer to Fleet Services	-	672,798	672,798	718,969
• Tax Appraisal District	442,289	461,523	460,040	510,278
• Claims & Damages Contingency	13,151	75,000	75,000	500,000
• Hill Country Transit (HOP)	195,981	120,850	120,850	455,749
• KEDC & Chamber	362,527	362,527	362,527	362,527
• Bell County Health District	308,293	331,368	331,368	331,368
• Consulting/Contingency	-	223,279	223,279	236,783
• Killeen Volunteers, Inc. (KVI)	100,000	100,000	100,000	100,000
• Audit	274,622	60,000	80,570	78,420
• Municipal Annex [utilities, copier lease]	45,273	52,468	38,013	53,832
• Elderly Transportation	19,674	50,000	50,000	50,000
• Other/Bad Debt	(4,014)	64,000	60,283	44,523
• City Hall [utilities]	188,486	164,591	119,288	40,914
• Help Center Utilities	777	500	564	900
• Transfer to General Fund CIP	-	1,543,971	1,543,971	-
• Liability Insurance	217,797	-	-	-
• Transfer to CDBG	-	-	13,837	-
Total	\$ 3,030,404	\$ 10,269,491	\$ 10,714,993	\$ 10,322,229



Summary of Items Funded by Multiple Funds

	FY 2019						
	General Fund	W&S Fund	SW Fund	Drainage Fund	Aviation Funds	HOT Fund	TOTAL
Expense:							
Operations							
• Transfer to Fleet Eqpt Repl.	\$ 2,441,500	\$ 503,700	\$ 1,536,400	\$ 131,700	\$ -	\$ -	\$ 4,613,300
• Transfer to Information Tech.	1,099,887	1,188,475	290,600	174,754	117,118	44,310	\$ 2,915,144
• Transfer to Fleet Services	718,969	101,613	758,493	20,322	-	960	\$ 1,600,357
• Transfer to Risk Management	817,847	166,040	205,169	28,935	98,221	24,872	\$ 1,341,084
• Separation Pay	1,000,000	30,848	100,000	8,131	11,176	4,765	\$ 1,154,920
• KEDC & Chamber	362,527	362,527	-	-	-	-	\$ 725,054
• Audit	78,420	22,500	10,000	3,300	10,385	21,000	\$ 145,605
Total	\$ 6,519,150	\$ 2,375,703	\$ 2,900,662	\$ 367,142	\$ 236,900	\$ 95,907	\$ 12,495,464



Explanation of Expense Variance

- ☐ Inflationary increases.
- ☐ No transfer to Capital Improvement Program in FY 2019



Revenue Budget – W&S Fund

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Water & Sewer Fund	7,227,928	8,914,830	9,442,126	9,537,665
Total	\$ 7,227,928	\$ 8,914,830	\$ 9,442,126	\$ 9,537,665



Expense Budget – W&S Fund

	Actual	Adopted Budget	Estimated Actual	Proposed Budget
	FY 16/17	FY 17/18	FY 17/18	FY 18/19
Expense:				
Operations				
• Franchise Fees	\$ 3,495,308	\$ 3,630,243	\$ 3,630,243	\$ 3,702,847
• Indirect Cost Allocation	2,833,783	2,503,524	2,503,524	2,738,499
• Transfer to Information Technology	-	1,149,764	1,158,196	1,188,475
• Transfer to Fleet Equipment Repl.	-	497,000	1,009,500	503,700
• KEDC & Chamber	362,527	362,527	362,527	362,527
• Other/Bad Debt	326,296	305,814	300,490	303,591
• Claims & Damages Contingency	5,472	20,000	20,000	250,000
• Transfer to Risk Management	-	158,723	158,723	166,040
• Transfer to Fleet Services	-	95,087	95,087	101,613
• Direct Cost Allocation [HR, Building Svcs]	-	82,082	82,082	88,247
• Contingency	-	60,000	60,000	78,778
• Separation Pay	-	30,066	26,153	30,848
• Audit	94,141	20,000	23,101	22,500
• Transfer to W&S CIP	-	-	12,500	-
• Liability Insurance	110,401	-	-	-
Total	\$ 7,227,928	\$ 8,914,830	\$ 9,442,126	\$ 9,537,665



Explanation of Expense Variance

❑ Inflationary increase.



Revenue Budget – Solid Waste

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Solid Waste Fund	3,265,400	5,422,880	5,469,749	6,393,436
Total	\$ 3,265,400	\$ 5,422,880	\$ 5,469,749	\$ 6,393,436



Expense Budget – Solid Waste

	Actual	Adopted Budget	Estimated Actual	Proposed Budget
	FY 16/17	FY 17/18	FY 17/18	FY 18/19
Expense:				
Operations				
• Franchise Fees	\$ 1,603,869	\$ 1,616,789	\$ 1,616,789	\$ 1,667,644
• Transfer to Fleet Equipment Repl.	-	1,500,420	1,500,420	1,536,400
• Indirect Cost Allocation	1,373,305	1,066,917	1,066,917	1,238,814
• Transfer to Fleet Services	-	709,785	709,785	758,493
• Contingency	-	-	-	350,460
• Transfer to Information Technology	-	266,816	270,409	290,600
• Transfer to Risk Management	-	196,129	196,129	205,169
• Separation Pay	28,492	27,656	67,092	100,000
• Claims & Damages Contingency	-	1,000	1,000	100,000
• Other/Bad Debt	72,065	-	-	100,000
• Direct Cost Allocation [HR, Building Svcs]	-	31,068	31,068	35,856
• Audit	45,209	6,300	10,140	10,000
• Liability Insurance	142,460	-	-	-
Total	\$ 3,265,400	\$ 5,422,880	\$ 5,469,749	\$ 6,393,436



Explanation of Expense Variance

❑ Inflationary increase.



Revenue Budget – Drainage

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Drainage Fund	347,978	1,761,310	2,168,666	1,121,709
Total	\$ 347,978	\$ 1,761,310	\$ 2,168,666	\$ 1,121,709



Expense Budget – Drainage

	Actual	Adopted Budget	Estimated Actual	Proposed Budget
	FY 16/17	FY 17/18	FY 17/18	FY 18/19
Expense:				
Operations				
• General Fund Franchise Fee	\$ -	\$ -	\$ -	\$ 386,413
• Indirect Cost Allocation	295,216	245,652	245,652	286,048
• Transfer to Information Technology		167,866	168,694	174,754
• Transfer to Fleet Equipment Repl.		175,216	175,216	131,700
• Other/Bad Debt	25,743	40,000	40,000	40,000
• Transfer to Risk Management		27,660	27,660	28,935
• Claims & Damages Contingency	-	-	-	25,000
• Transfer to Fleet Services		19,017	19,017	20,322
• Consulting/Contingency	-	-	-	10,534
• Separation Pay	6,807	7,924	5,279	8,131
• Direct Cost Allocation [HR]	-	5,775	5,775	6,572
• Audit	1,480	1,600	2,849	3,300
• Transfer to Drainage CIP [Drainage Maint.]		320,600	728,524	-
• Liability Insurance	18,732	-	-	-
* • Transfer to Drainage CIP [Rosewood]	-	750,000	750,000	-
Total	\$ 347,978	\$ 1,761,310	\$ 2,168,666	\$ 1,121,709



Explanation of Expense Variance

❑ Inflationary increase.



Revenue Budget – KFHRA

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Aviation Fund	60,599	225,886	206,807	237,674
Total	\$ 60,599	\$ 225,886	\$ 206,807	\$ 237,674



Expense Budget – KFHRA

	Actual	Adopted Budget	Estimated Actual	Proposed Budget
	FY 16/17	FY 17/18	FY 17/18	FY 18/19
Expense:				
Operations				
• Transfer to Information Technology	\$ -	\$ 114,150	\$ 114,150	\$ 117,118
• Transfer to Risk Management	-	78,785	78,785	82,358
• Claims & Damages Contingency	-	-	-	25,000
• Separation Pay	834	9,872	9,872	9,872
• Direct Cost Allocation [HR]	-	23,079	4,000	3,326
• Liability Insurance	59,765	-	-	-
Total	\$ 60,599	\$ 225,886	\$ 206,807	\$ 237,674



Explanation of Expense Variance

☐ Inflationary increase.



Revenue Budget – Skylark Field

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Aviation Fund	17,145	16,512	16,512	42,267
Total	\$ 17,145	\$ 16,512	\$ 16,512	\$ 42,267



Expense Budget – Skylark Field

	Actual	Adopted Budget	Estimated Actual	Proposed Budget
	FY 16/17	FY 17/18	FY 17/18	FY 18/19
Expense:				
Operations				
• Claims & Damages Contingency	\$ -	\$ -	\$ -	\$ 25,000
• Transfer to Risk Management	-	15,108	15,108	15,863
• Separation Pay	4,492	1,304	1,304	1,304
• Other/Bad Debt	-	100	100	100
• Liability Insurance	12,653	-	-	-
Total	\$ 17,145	\$ 16,512	\$ 16,512	\$ 42,267



Explanation of Expense Variance

❑ Inflationary increase.



Revenue Budget – HOT Fund

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From HOT Fund	130,636	280,376	361,048	405,054
Total	\$ 130,636	\$ 280,376	\$ 361,048	\$ 405,054



Expense Budget – HOT Fund

	Actual	Adopted Budget	Estimated Actual	Proposed Budget
	FY 16/17	FY 17/18	FY 17/18	FY 18/19
Expense:				
Operations				
• Arts Commission	\$ 99,236	\$ 187,737	\$ 268,409	\$ 187,737
• Mounted Warfare Museum	-	-	-	80,000
• Transfer to Information Technology	-	42,200	42,200	44,310
• Claims & Damages Contingency	-	-	-	25,000
• Transfer to Risk Management	-	23,776	23,776	24,872
• Audit	14,025	21,000	21,000	21,000
• Consulting/Contingency	-	-	-	16,410
• Separation Pay	-	4,765	4,765	4,765
• Transfer to Fleet Services	-	898	898	960
• Liability Insurance	17,375	-	-	-
Total	\$ 130,636	\$ 280,376	\$ 361,048	\$ 405,054



Explanation of Expense Variance

☐ Inflationary increase.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None		\$0	\$0	\$0
Total Decision Packages		\$0	\$0	\$0



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Total Decision Packages				



City Manager's Comments





PUBLIC WORKS



FY 2019 Proposed Budget Presentation

Funds: Multiple Funds

Department: Public Works

Division: Administration

Mission

Public Works Administration's mission is to provide the citizens of Killeen with superior utility services, quality infrastructure, and orderly standards of development to protect their health, safety, and general welfare.



Mission Elements

☐ Divisional Oversight –

- ☐ Plan

- ☐ Execute

- ☐ Evaluate



By the Numbers:

☐ Divisional Oversight:

☐ Number of Authorized PW Employees: 284

☐ City Council Discussion Items: 6

☐ City Council Action Items: 24

☐ Bond related construction contracts: 19



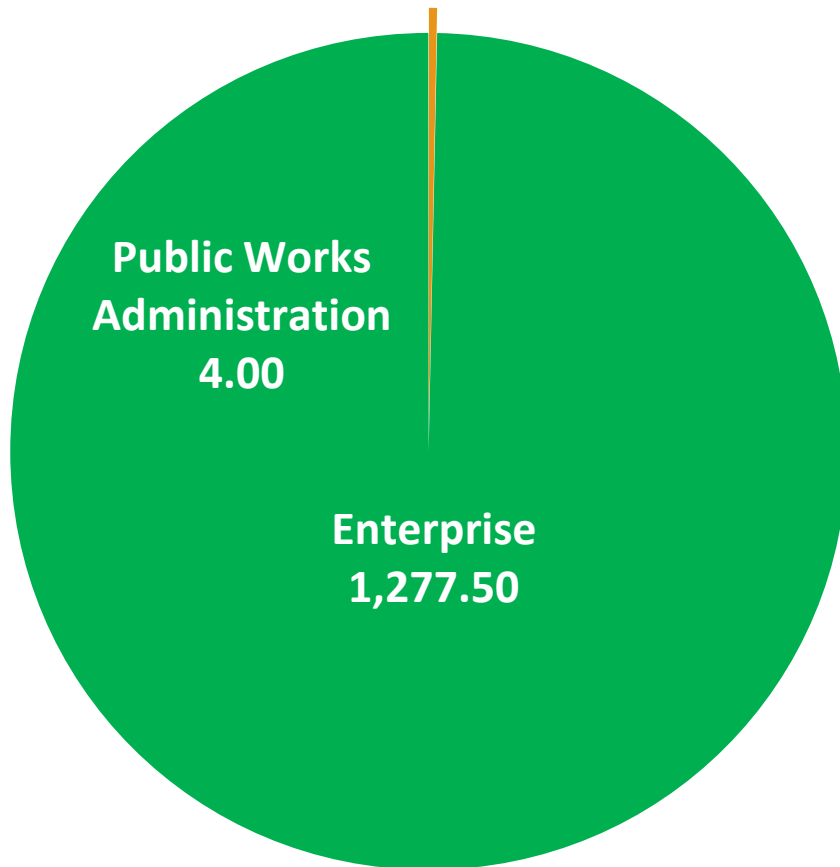
Goals for FY 18/19

- ☐ Complete improvement plans for Water & Sewer, Street Operations, Environmental Services, and Engineering.
- ☐ Complete Impact Fee studies as directed by City Council.
- ☐ Continue implementation of various master plans.
- ☐ Update CIP Plan accordingly.



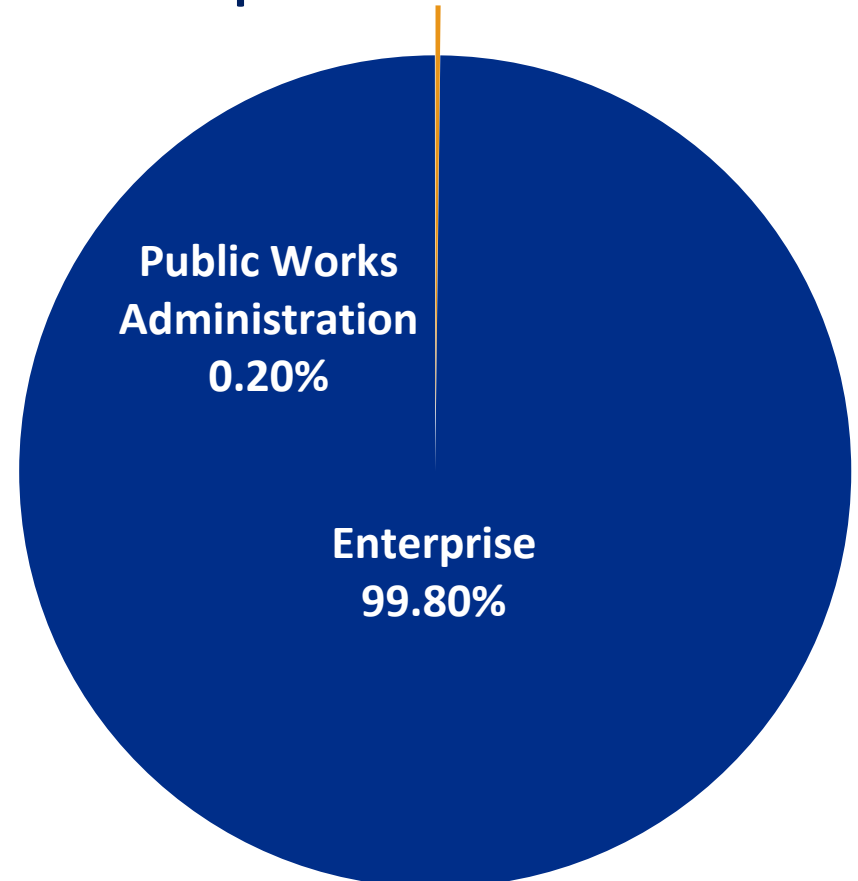
How Public Works Administration Fits in the Enterprise in FY 18/19 – Staffing & Budget

0.31% of FTEs in Enterprise
FTEs in All Funds



All Funds FTEs = 1,281.50

0.20% of Expenses in Enterprise
Expenses in All Funds



All Funds = \$181,339,723

Staffing

FTEs by Fund	Budgeted FY16/17	Budgeted FY 17/18	Proposed FY 18/19
Drainage	0.10	0.15	0.21
General	0.10	0.13	0.18
Solid Waste	0.60	1.16	1.44
Water & Sewer	1.20	1.56	2.17
FTEs	2.00	3.00	4.00

FY 2018

Transferred Director from Solid Waste to create Assistant Director of Public Works position.

FY 2019

Reclassified Contract Specialist position to Finance Manager and transferred from Engineering Division.



Revenue Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Drainage Fund	9,082	14,724	19,178	17,576
From General Fund	9,076	11,451	25,363	15,099
From Solid Waste Fund	42,032	106,715	101,760	124,161
From Water & Sewer Fund	92,878	160,382	160,914	197,947
Total	\$ 153,068	\$ 293,272	\$ 307,215	\$ 354,783
=Base request				\$ 354,783
+Decision packages				-
=Total				\$ 354,783



Expense Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Expense:				
Operations				
• Personnel Services	\$ 140,288	\$ 264,024	\$ 299,856	\$ 338,291
• Materials & Supplies	12,531	15,634	7,359	13,817
• Contracts	249	13,614	-	2,675
• Capital Outlay	-	-	-	-
Total	\$ 153,068	\$ 293,272	\$ 307,215	\$ 354,783
=Base request				\$ 354,783
+Decision packages				-
=Total				\$ 354,783



Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Inflationary increase.
- ☐ Reclassified Contract Specialist to Finance Manager and moved from Engineering to Public Works Administration.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages				



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages				



City Manager's Comments





FY 2019 Proposed Budget Presentation

Funds: Multiple Funds

Department: Public Works

Division: Engineering

Mission

The Engineering Division's mission is to plan and develop the transportation network of the City, and to provide construction management and/or inspection for all public infrastructure projects.



Mission Elements

☐ Transportation Planning

- ☐ Manage and implement the Transportation Master Plan.
- ☐ Manage federal funding opportunities for transportation projects.

☐ Project Management

- ☐ Provide project management to all City CIP projects.
- ☐ Provide construction inspection for all City CIP projects.

☐ Plan Review

- ☐ Review platting, subdivision improvements, capital improvements, and commercial and residential construction plans and specifications for conformance with federal, state, and local regulations.

☐ Construction Inspection

- ☐ Provide inspection services for infrastructure installation in new subdivisions, capital improvement projects, commercial and residential construction within the public right-of-way.



By the Numbers:

☐ Transportation Planning:

☐ Federal transportation grants secured: \$8,448,281

☐ CIP Project Management:

☐ Transportation CIP Projects: 3

☐ Drainage CIP Projects: 3

☐ Water & Sewer CIP Projects: 1

☐ Plan Review:

☐ Plans reviewed: 87

☐ Construction Inspection:

☐ Inspections performed: 1,450



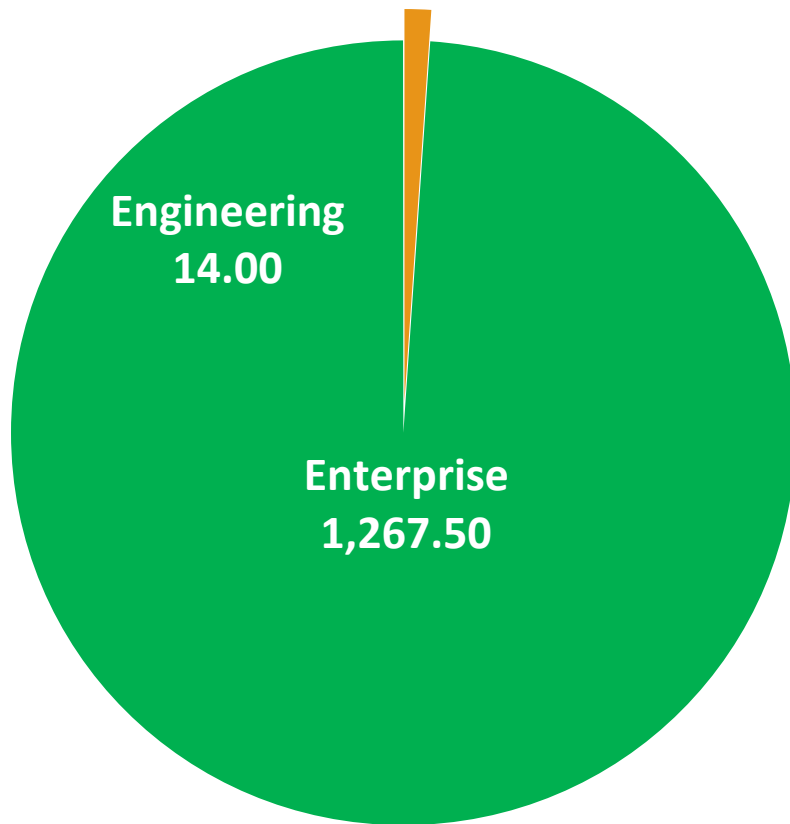
Goals for FY 18/19

- ☐ Perform all plan reviews within established timelines.
- ☐ Enhance and improve Infrastructure Development and Design Standards Manual.
- ☐ Develop construction inspection work reporting system.
- ☐ Continue construction on Rosewood Drive Extension and Heritage Oaks Hike & Bike Trails, Septic Tank Elimination Project (STEP) X, and minor drainage improvements.
- ☐ Submit candidate projects to KTMPO for funding and progress Chaparral Road preliminary and final design.

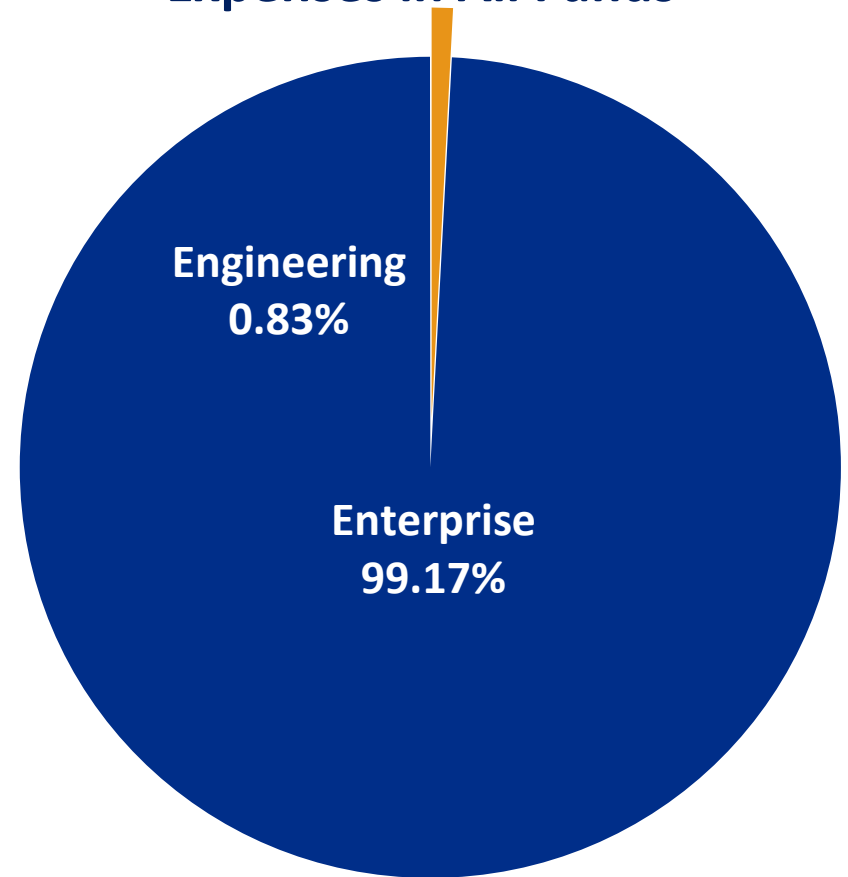


How Engineering Fits in the Enterprise in FY 18/19 – Staffing & Budget

1.09% of FTEs in Enterprise
FTEs in All Funds



0.83% of Expenses in Enterprise
Expenses in All Funds



All Funds FTEs = 1,281.50

All Funds = \$181,339,723

Staffing

FTEs by Fund	Budgeted FY16/17	Budgeted FY 17/18	Proposed FY 18/19
Drainage	3.30	1.28	1.12
General	2.30	3.04	2.66
Water & Sewer	12.20	11.68	10.22
FTEs	17.80	16.00	14.00

FY 2018

Unfunded Engineer in Training and two part-time positions.

FY 2019

Reclassified Contract Specialist to Finance Manager and transferred to PW Administration.
Eliminated Principal Secretary position.



Revenue Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Water & Sewer Fund	644,372	1,182,746	726,921	1,214,770
From General Fund	161,110	199,933	148,938	200,278
From Drainage Fund	309,477	97,243	53,388	94,630
Total	\$ 1,114,959	\$ 1,479,922	\$ 929,247	\$ 1,509,678
=Base request				\$ 1,509,678
+Decision Packages - From Additional Revenue				-
+Decision Packages				-
=Total				\$ 1,509,678



Expense Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Expense:				
Operations				
• Personnel Services	\$ 990,212	\$ 1,121,194	\$ 763,453	\$ 1,051,570
• Materials & Supplies	119,016	85,988	49,681	170,663
• Contracts	5,731	272,740	109,914	287,445
• Capital Outlay	-	-	6,199	-
Total	\$ 1,114,959	\$ 1,479,922	\$ 929,247	\$ 1,509,678
=Base request				\$ 1,509,678
+Decision packages				-
=Total				\$ 1,509,678



Explanation of Expense Variance

- ❑ Cost of living increase.
- ❑ Inflationary increase.
- ❑ Reclassified Contract Specialist to Finance Manager and moved from Engineering to Public Works Administration.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages				



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages				



City Manager's Comments





FY 2019 Proposed Budget Presentation

Funds: Multiple Funds

Department: Public Works

Divisions: Environmental Services,
Drainage Maintenance, &
Mowing

Mission

The Environmental Services Division's mission is to manage and maintain the storm water drainage system.



Mission Elements

- ☐ Manage the City's Storm Water Management Plan and Industrial Storm Water permits.
- ☐ Mow and maintain drainage infrastructure system including surface drainage and storm drain pipes.
- ☐ Implement the City's Drainage Capital Improvement Program and Master Plans.
- ☐ Develop and ensure compliance with the City's Drainage Design Manual and drainage standards.



By the Numbers:

<input type="checkbox"/> Maintain Drainage Infrastructure:	
<input type="checkbox"/> Annual Acres Mowed & Maintained:	8,129
<input type="checkbox"/> Internal Repair Projects:	54
<input type="checkbox"/> Master Plan/CIP:	
<input type="checkbox"/> Construction Contracts:	5
<input type="checkbox"/> Stakeholder Meetings:	2
<input type="checkbox"/> Storm Water Management Plan/MS4:	
<input type="checkbox"/> Surface Water Quality Tests:	3,690
<input type="checkbox"/> Environmental Inspections:	682
<input type="checkbox"/> Emergency Response Incidents:	93
<input type="checkbox"/> Public Outreach Events:	43
<input type="checkbox"/> Storm Water Training Classes:	30



Goals for FY 18/19

- ☐ Meet all of the Mission Elements and Performance Indicators.
- ☐ Update the Drainage Master Plan and Rate Model.
- ☐ Update Drainage Design Manual and Infrastructure Design and Development Standards Manual.

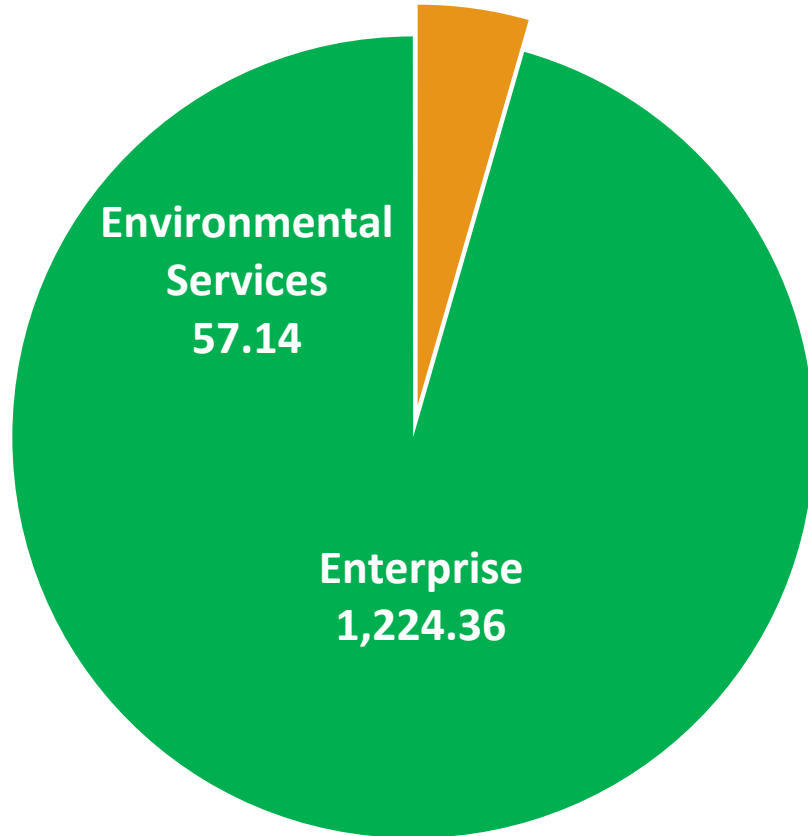


How Environmental Services Fits in the Enterprise in FY 18/19 – Staffing & Budget

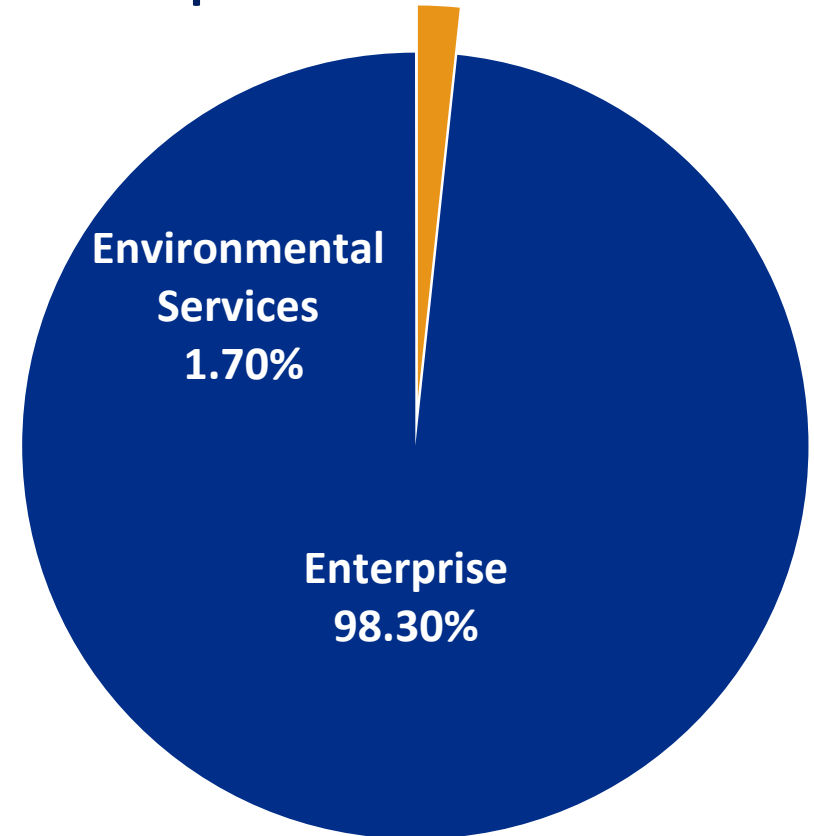
4.46% of FTEs in Enterprise

1.70% of Expenses in Enterprise

FTEs in All Funds



Expenses in All Funds



All Funds FTEs = 1,281.50

All Funds = \$181,339,723

Staffing

FTEs by Fund	Budgeted FY16/17	Budgeted FY 17/18	Proposed FY 18/19
Drainage	39.84	39.84	39.84
Solid Waste	20.50	16.50	16.50
Water and Sewer	0.80	0.80	0.80
FTEs	61.14	57.14	57.14

FY 2018

Unfunded four (4) Service Workers for Mowing.



Revenue Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Operations Fees	\$ 4,296,691	\$ 4,189,986	\$ 4,057,235	\$ 4,293,479
Miscellaneous	40,143	30,276	59,447	42,212
Grants	-	-	19,013	-
To Drainage Fund Balance	(2,484,277)	(1,914,703)	(2,109,738)	(2,036,888)
From Solid Waste Fund	791,310	782,120	697,093	789,628
Total	\$ 2,643,867	\$ 3,087,679	\$ 2,723,050	\$ 3,088,431
=Base request				\$ 3,088,431
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Drainage Fund				-
+Decision Packages - From Solid Waste Fund				-
=Total				\$ 3,088,431



Explanation of Revenue Variance

- ❑ Operation fees revenue increase due to increase in number of customers.
- ❑ Miscellaneous revenues decrease due to non-recurring payment.



Expense Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Expense:				
Operations				
• Personnel Services	\$ 2,098,801	\$ 2,356,808	\$ 2,092,834	\$ 2,432,539
• Materials & Supplies	366,705	612,373	544,789	572,292
• Contracts	178,361	82,318	85,427	83,600
• Capital Outlay	-	36,180	-	-
Total	\$ 2,643,867	\$ 3,087,679	\$ 2,723,050	\$ 3,088,431
=Base request				\$ 3,088,431
+Decision packages - Drainage Fund				-
+Decision packages - Solid Waste Fund				-
=Total				\$ 3,088,431



Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Compensation equity – phase I.
- ☐ Inflationary increase.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages				



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Environmental Services Division Principal Secretary-MS4 Incentive, Personnel-Reclassification	1	\$300	\$0	\$300
Drainage Maintenance Division Superintendent (Projects), Personnel-Reclassification	1	4,515	0	4,515
Drainage Maintenance Division Supervisor (Projects), Personnel-Reclassification	2	7,884	0	7,884
Drainage Maintenance Division Equipment Services Technician Incentive Pay, Personnel-Reclassification	3	360	0	360
Drainage Maintenance Division Equipment Operator II Personnel-Reclassification	4	717	0	717



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Drainage Maintenance Division: Superintendent (Drainage), Personnel-Reclassification	5	\$4,931	\$0	\$4,931
Drainage Maintenance Division: Supervisor (Drainage), Personnel-Reclassification	6	9,054	0	9,054
Drainage Maintenance Division: Manager (Mowing & Drainage), Personnel Reclassification	7	4,449	0	4,449
Mowing Division – SW Fund: Superintendent (Mowing), Personnel-Reclassification	1	3,349	0	3,349
Mowing Division – SW Fund: Supervisor (Mowing), Personnel-Reclassification	2	12,213	0	12,213



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Mowing Division – SW Fund: Equipment Services Technician Incentive Pay, Personnel-Reclassification	3	\$360	\$0	\$360
Total Decision Packages		\$48,132	\$0	\$48,132



City Manager's Comments





FY 2019 Proposed Budget Presentation

Funds: Multiple Funds

Department: Public Works

Division: Street Operations

Mission

Street Operations Division's mission is to provide a safe and functional complete street network.



Mission Elements

- ☐ Maintain Streets, including pavement treatment.
- ☐ Maintain Concrete Infrastructure, including sidewalks, drive approaches, alleys, curb and gutter, and valley gutter.
- ☐ Street Sweeping.
- ☐ Maintain & Install Traffic Control Devices.
- ☐ Maintain Pavement Markings.
- ☐ Maintain School Zones and safety features.
- ☐ Operate Traffic Management Center.
- ☐ Provide Emergency Services for Traffic Signal Malfunctions.



By the Numbers:

☐ Maintain Streets:

<input type="checkbox"/> Lane miles of surface treatment:	30
<input type="checkbox"/> Work Orders for Potholes/Utility Cuts:	490
<input type="checkbox"/> Number of lane miles:	2,191

☐ Maintain Concrete Infrastructure:

<input type="checkbox"/> Concrete work orders:	197
--	-----

☐ Street Sweeping:

<input type="checkbox"/> Curb miles swept:	10,000
--	--------

☐ Maintain & Install Traffic Control Devices:

<input type="checkbox"/> Work orders signage:	1,127
<input type="checkbox"/> Work orders pavement markings:	111
<input type="checkbox"/> Work orders traffic signals/school flasher:	951



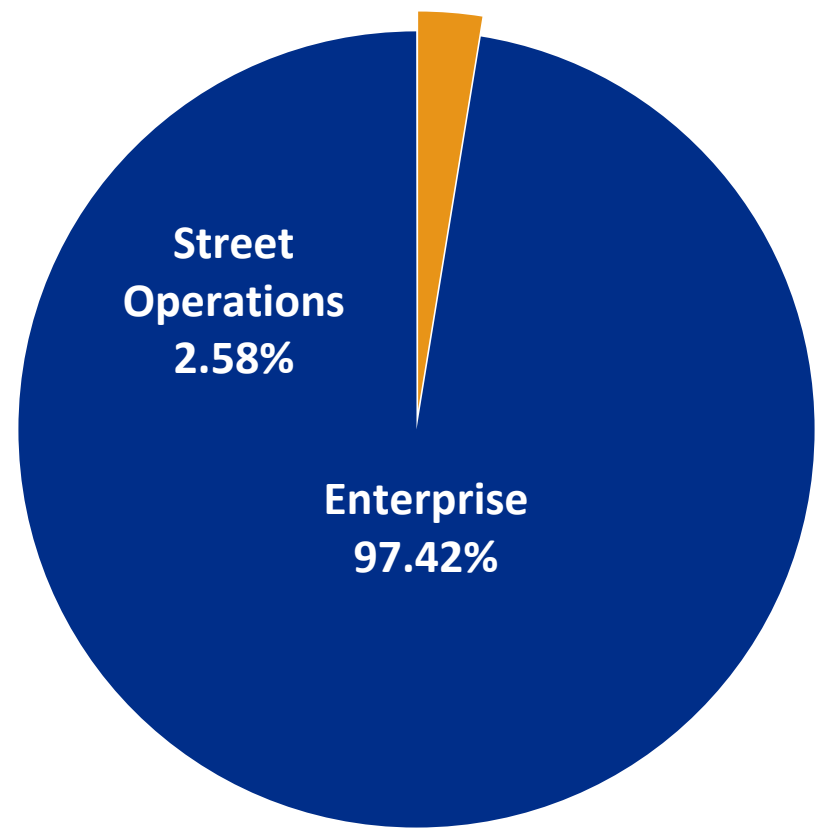
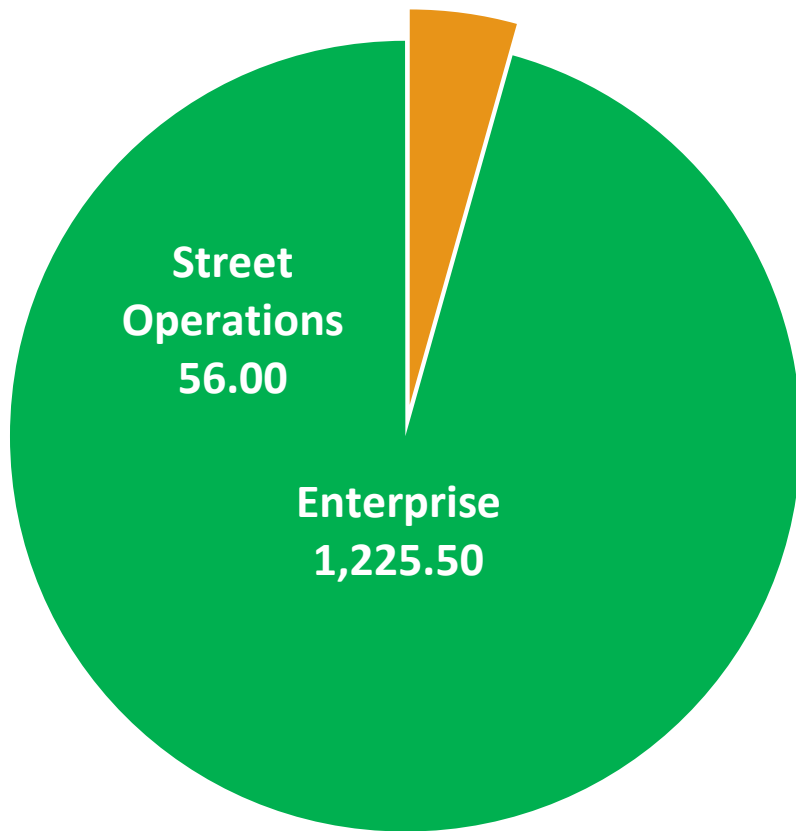
Goals for FY 18/19

- ☐ Apply surface treatments based on approved funding levels.
- ☐ Sweep up to 10,000 curb miles in conjunction with the MS4 Permit.
- ☐ Apply pavement markings program based on the funding available.
- ☐ Conduct traffic timing and coordination study on select corridors.
- ☐ Upgrade cabinet components at 10 signalized intersections to allow communication with the TMC. Currently 70 intersections communicate.
- ☐ Develop employee performance management system.
- ☐ Develop and improve GIS capabilities within asset management system.
- ☐ Develop and improve departmental communication and cooperation.



How Street Operations Fits in the Enterprise in FY 18/19 – Staffing & Budget

4.37% of FTEs in Enterprise 2.58% of Expenses in Enterprise
FTEs in All Funds Expenses in All Funds



All Funds FTEs = 1,281.50

All Funds = \$181,339,723

Staffing

FTEs by Fund	Budgeted FY16/17	Budgeted FY 17/18	Proposed FY 18/19
General	54.00	54.00	54.00
Drainage	0.00	2.00	2.00
Total	54.00	56.00	56.00

FY 2018

Transferred 2 Equipment Operator positions from Drainage Maintenance Division to Street Operations Division.



Revenue Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Child Safety Fund	756,676	186,000	192,062	33,500
From Red Light Enf. Fund	102,852	-	-	-
From Drainage Fund	81,730	250,085	135,305	251,594
From General Fund	5,637,839	4,232,079	3,844,285	4,395,242
Total	\$ 6,579,098	\$ 4,668,164	\$ 4,171,652	\$ 4,680,336
=Base request				\$ 4,680,336
+Decision Packages - From Additional Revenue				-
+Decision Packages				-
=Total				\$ 4,680,336



Expense Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Expense:				
Operations				
• Personnel Services	\$ 2,257,714	\$ 2,450,699	\$ 2,092,368	\$ 2,583,766
• Materials & Supplies	1,946,375	760,136	714,393	767,748
• Roadway Drainage	81,730	139,018	75,000	126,511
• Street Light Electricity	739,780	750,000	750,000	750,000
• Pavement Treatment	641,798	300,000	419,000	330,000
• Pavement Marking	19,512	92,311	92,311	92,311
• Signals & Traffic Lights	83,340	-	-	-
• Sign Maintenance	72,964	30,000	28,580	30,000
• Capital Outlay	735,884	146,000	-	-
Total	\$ 6,579,098	\$ 4,668,164	\$ 4,171,652	\$ 4,680,336
=Base request				\$ 4,680,336
+Decision packages				-
=Total				\$ 4,680,336



Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Compensation equity – phase I.
- ☐ Inflationary increase.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages				



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Pavement Treatment Funding, Budget Increase	1	\$1,750,000	\$0	\$1,750,000
Street Condition Assessment, Professional Services	2	200,487	0	200,487
Pavement Marking Funding Increase, Budget Increase	3	107,689	0	107,689
Traffic Signal Replacement Program, Program-New	4	380,000	0	380,000
Total Decision Packages		\$2,438,176	\$0	\$2,438,176



City Manager's Comments





INTERNAL SERVICE FUND



FLEET SERVICES



FY 2019 Proposed Budget Presentation

Fund: Internal Service

Department: Finance

Division: Fleet Services

Mission

To procure vehicles and equipment; manage and maintain fleet assets; and provide fueling operations.



Mission Elements

- ☐ Procure and dispose of vehicles and equipment.
- ☐ Manage and maintain the fleet.
- ☐ Manage fueling operations.



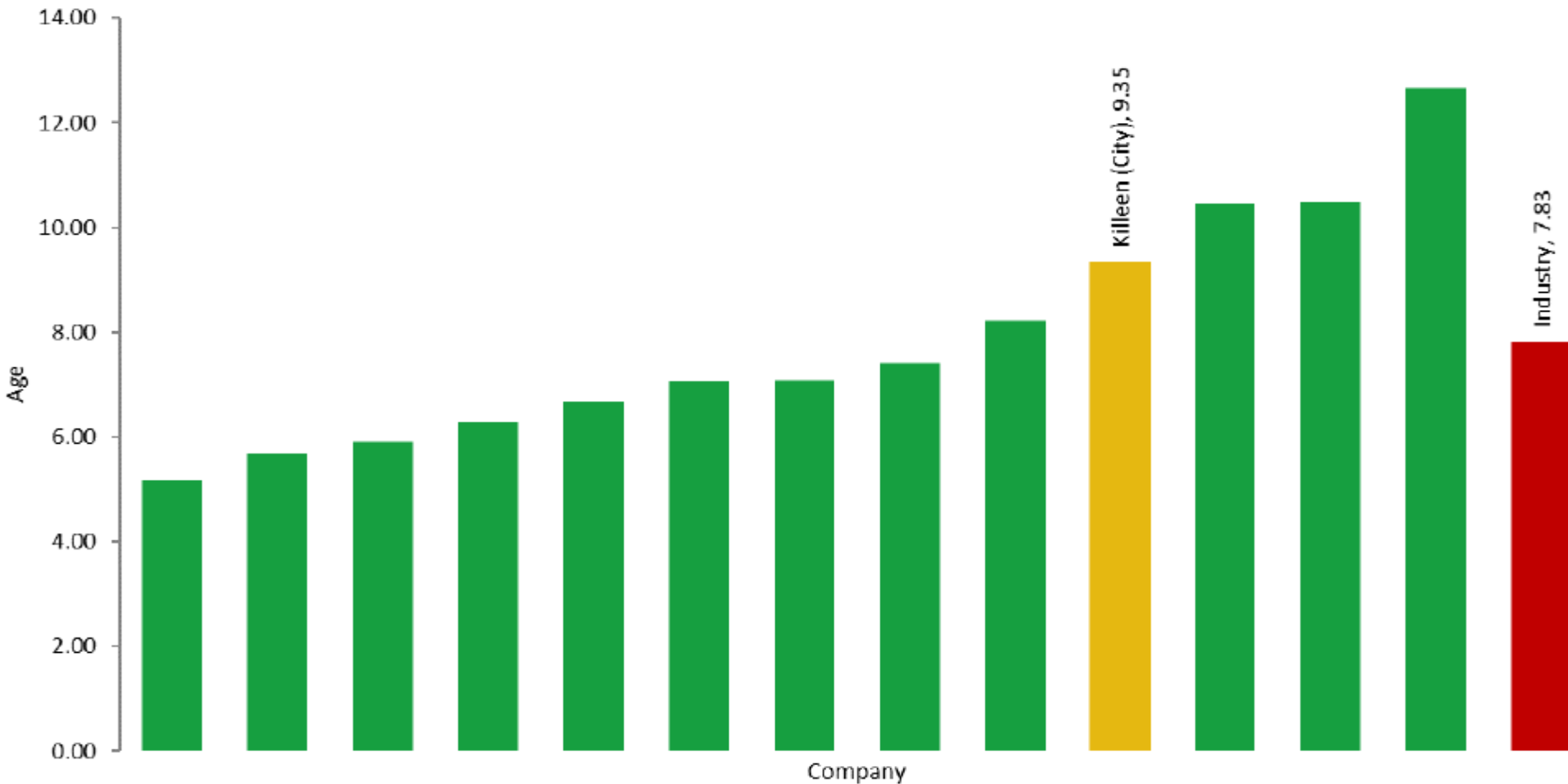
By the Numbers

<input type="checkbox"/> Equipment Inventory:	1040
<input type="checkbox"/> On-Road:	711
<input type="checkbox"/> Off-Road:	235
<input type="checkbox"/> Trailers:	94
<input type="checkbox"/> Annual Miles Driven:	4,849,326
<input type="checkbox"/> Annual Hours Operated:	50,577
<input type="checkbox"/> Equipment Additions/Disposals:	
<input type="checkbox"/> Equipment purchased:	58
<input type="checkbox"/> Equipment auctioned:	21
<input type="checkbox"/> Work Orders Completed:	4,796
<input type="checkbox"/> Fuel:	
<input type="checkbox"/> Unleaded gallons purchased:	371,168
<input type="checkbox"/> Diesel gallons purchased	371,079



By the Numbers – Vehicle Age

Average Vehicle Age by Company



By the Numbers – Stats

YTD Maintenance & Repair, Accidents, and Miles Driven Report						
	Maint and Repair	Maint and Repair	Accidents	Accidents	Miles	Miles
	June 2016 to	June 2017 to	June 2016 to	June 2017 to	June 2016 to	June 2017 to
Fund	May 2017	May 2018	May 2017	May 2018	May 2017	May 2018
General Fund	\$ 925,885.42	\$ 1,030,897.10	\$ 70,782.65	\$ 79,314.57	3,412,692	3,385,165
Community Development	\$ 232.52	\$ 284.01	\$ -	\$ -	5,366	4,867
Conference Center	\$ 588.15	\$ 1,923.44	\$ 1,407.10	\$ -	3,258	3,786
Drainage Utility	\$ 42,768.14	\$ 52,634.93	\$ -	\$ -	127,271	94,610
Internal Services	\$ 3,528.81	\$ 5,612.47	\$ 2,336.19	\$ -	35,831	33,075
Information Technology	\$ 2,072.55	\$ 2,458.94	\$ -	\$ -	4,331	29,503
KFHR	\$ 28,935.20	\$ 16,061.93	\$ 647.40	\$ -	18,279	17,646
Skylark	\$ 3,077.44	\$ 4,339.99	\$ -	\$ -	10,289	9,882
Solid Waste	\$ 886,392.75	\$ 887,791.18	\$ -	\$ -	739,391	721,722
Water & Sewer	\$ 108,386.93	\$ 116,708.48	\$ 1,583.25	\$ 8,177.72	541,345	549,070
Grand Totals	\$ 2,012,553.90	\$ 2,136,360.20	\$ 76,756.59	\$ 87,492.29	4,898,053	4,849,326
	Maint and Repair	Maint and Repair	Accidents	Accidents	Miles	Miles
	June 2016 to	June 2017 to	June 2016 to	June 2017 to	June 2016 to	June 2017 to
Division Detail - Top Five	May 2017	May 2018	May 2017	May 2018	May 2017	May 2018
Police	\$ 429,290.80	\$ 434,377.38	\$ 49,147.00	\$ 74,839.00	2,255,877	2,287,161
Fire	\$ 210,429.82	\$ 330,835.55	\$ 5,945.00	\$ 1,866.00	539,970	528,639
Street Operations	\$ 236,618.24	\$ 208,637.74	\$ 10,883.33	\$ -	248,127	209,215
SW Residential	\$ 515,779.76	\$ 494,721.69	\$ 929.00	\$ -	371,611	341,779
SW Commercial	\$ 307,996.81	\$ 334,756.24	\$ 1,965.72	\$ -	250,624	263,895

Note: Prior to June 2017, not all FD expenses were billed through Fleet Services.



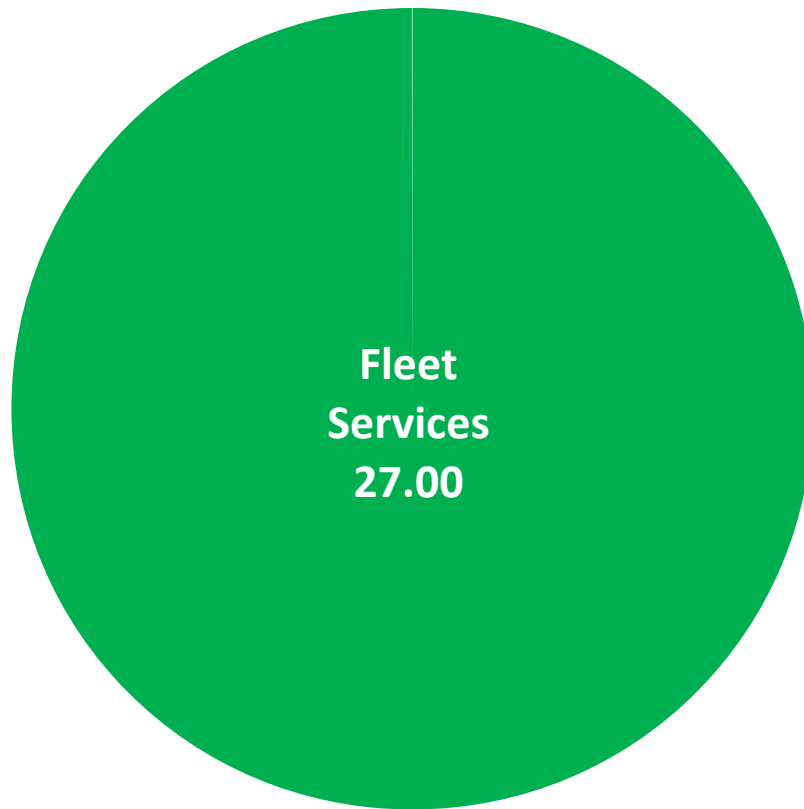
Goals for FY 18/19

- ☐ Timely procurement of FY19 vehicles and equipment.
- ☐ Continue to refine preventive maintenance schedules.
- ☐ Monitor and reduce repair “come-backs”.
- ☐ Reduce tire damage by maintaining proper inflation and cleanliness of unloading area.
- ☐ Initiate GPS/telematics pilot program.
- ☐ Analyze a vehicle lease program.



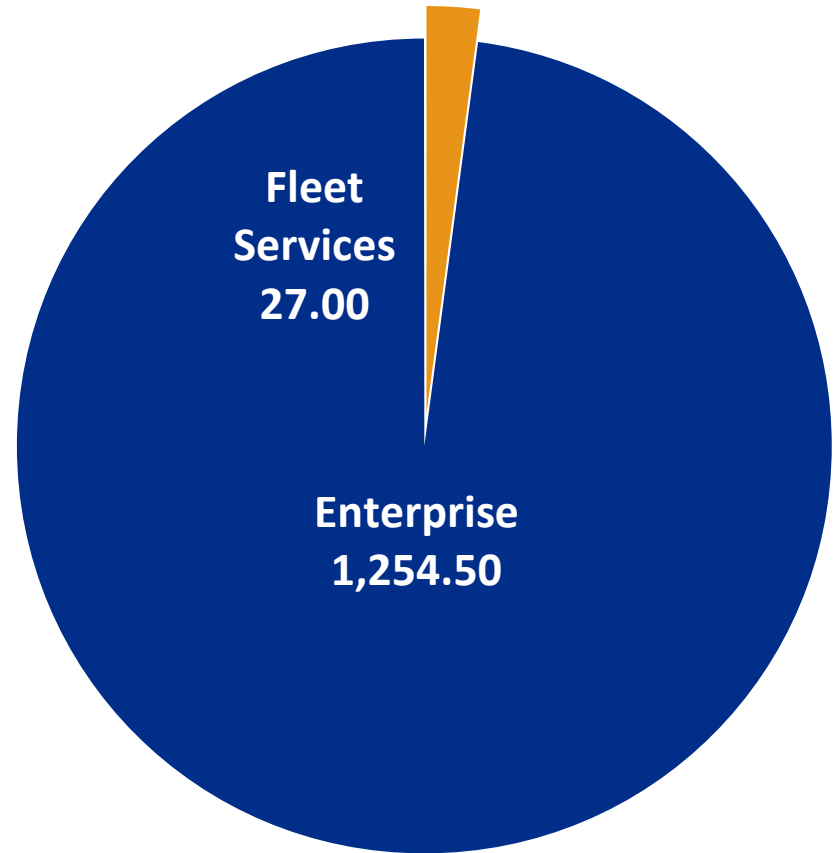
How Fleet Services Fits in the Enterprise in FY 18/19 – Staffing

100% of FTEs in Fund
FTEs in the Internal Service
Fund



Fleet Services FTEs = 27.00
Fleet IS Fund FTEs = 27.00

2.11% of FTEs in Enterprise
FTEs in All Funds

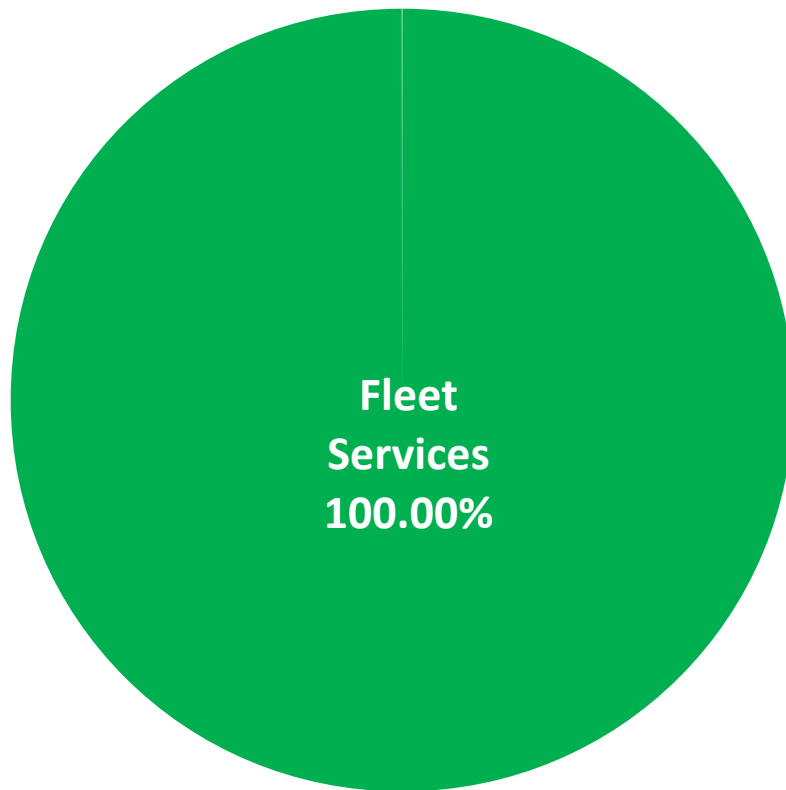


All Funds FTEs = 1,281.50

How Fleet Services Fits in the Enterprise in FY 18/19 – Budget

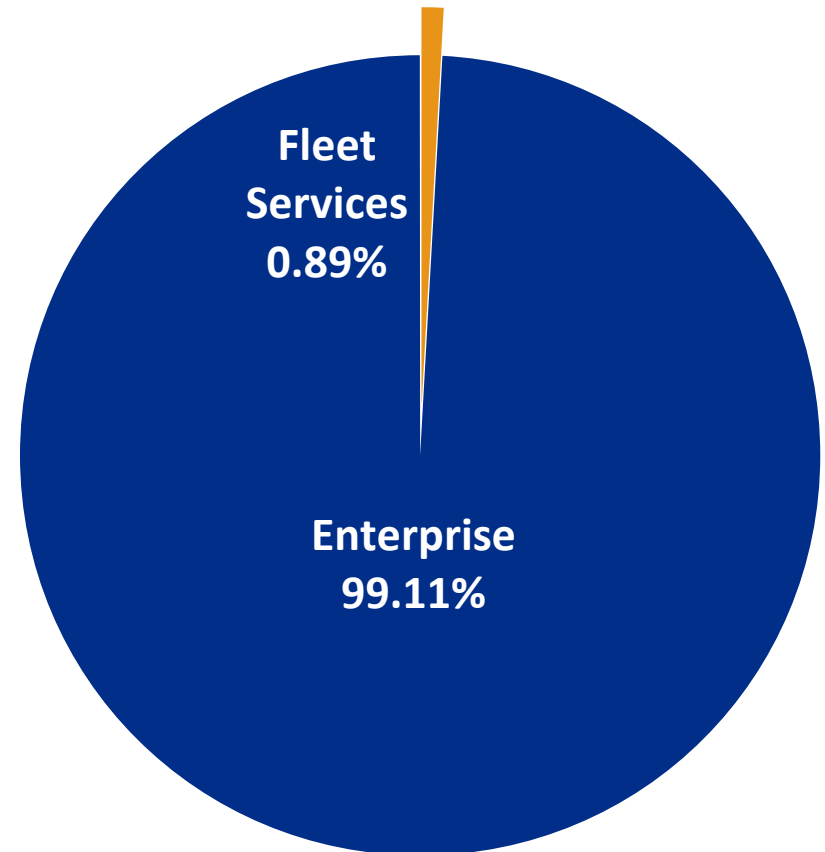
100% of Expenses in Fund

Expenses in the Fleet
Internal Service Fund



0.89% of Expenses in Enterprise

Expenses in All Funds



Fleet Services Expense = \$1,604,857

Fleet ISF Expense = \$1,604,857

All Funds = \$181,339,723

Staffing

	Budgeted FY16/17	Budgeted FY 17/18*	Proposed FY 18/19
FTEs	26.00	26.00	27.00

*Fleet Services moved from Water & Sewer Fund

FY 2019

Added a Fleet Services Shop Foreman position as part of an approved decision package.



Revenue Budget - Operations

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Operations Fees	\$ 334,066	\$ -	\$ -	\$ -
Miscellaneous	24,881	18,000	18,000	4,500
From General Fund		672,798	672,798	718,969
From Solid Waste Fund	682,485	709,785	709,785	758,493
From Water & Sewer Fund	91,430	95,087	95,087	101,613
From Drainage Fund	18,286	19,017	19,017	20,322
From HOT Fund	864	898	898	960
From CIP Fund (347)	-	-	-	-
From Internal Service Fund	200,032	-	-	-
To Internal Service Fund Balance	-	(24,869)	(24,869)	-
Total	\$ 1,352,044	\$ 1,490,716	\$ 1,490,716	\$ 1,604,857
=Base request				\$ 1,604,857
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Internal Service Fund				-
=Total				\$ 1,604,857



Expense Budget - Operations

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Expense:				
Operations				
• Personnel Services	\$ 1,221,448	\$ 1,301,793	\$ 1,259,411	\$ 1,348,950
• Materials & Supplies	130,596	174,273	174,382	179,592
• Contracts	-	14,650	11,812	11,100
• Capital Outlay	-	-	-	-
Total	\$ 1,352,044	\$ 1,490,716	\$ 1,445,605	\$ 1,539,642
=Base request				\$ 1,539,642
+Decision packages				65,215
=Total				\$ 1,604,857



Explanation of Expense Variance

- ☐ Cost of living increases.
- ☐ Compensation equity – phase I.
- ☐ Inflationary increase.



Revenue Budget – Capital Outlay

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Miscellaneous	-	-	-	-
From General Fund	-	2,395,660	2,395,660	2,441,500
From Solid Waste Fund	-	1,500,420	1,500,420	1,536,400
From Water & Sewer Fund	-	497,000	497,000	503,700
From Drainage Fund	-	175,216	175,216	131,700
From HOT Fund	-	-	-	-
From CIP Fund (347)	-	-	-	-
From Internal Service Fund	4,686,785	-	-	-
To Internal Service Fund Balance	-	-	-	-
Total	\$ 4,686,785	\$ 4,568,296	\$ 4,568,296	\$ 4,613,300
=Base request				\$ 4,613,300
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Internal Service Fund				-
=Total				\$ 4,613,300



Expense Budget – Capital Outlay

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Expense:				
Operations				
• Capital Outlay - General Fund	\$ 3,212,889	\$ 2,395,660	\$ 2,395,660	\$ 2,441,500
• Capital Outlay - Solid Waste Fund	96,230	1,500,420	1,500,420	1,536,400
• Capital Outlay - Water & Sewer Fund	-	497,000	1,009,500	503,700
• Capital Outlay - Drainage Utility Fund	-	175,216	175,216	131,700
• Capital Outlay - Aviation Fund	-	-	-	-
• Capital Outlay - HOT Fund	-	-	-	-
• Capital Outlay - Fleet Services IS Fund	-	-	-	-
Transfer to Solid Waste Fund	491,826	-	-	-
Transfer to Water & Sewer Fund	885,839	-	-	-
Total	\$ 4,686,785	\$ 4,568,296	\$ 5,080,796	\$ 4,613,300
=Base request				\$ 4,613,300
+Decision packages				-
=Total				\$ 4,613,300



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Shop Foreman	1	\$65,215	\$0	\$65,215
Total Decision Packages		\$65,215	\$0	\$65,215



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Fleet Services Technician	2	\$43,915	\$0	\$43,915
Total Decision Packages		\$43,915	\$0	\$43,915



Capital Replacement - Fleet

FY19 Fleet Replacement List

General Fund – 44

Unit #	Description of Existing Unit	Division	Dept	Estimated Replacement Cost	Replacement Unit Description
784	2005 Chevy 2500	Animal Services	KPD	\$51,500	3/4T, XC, Custom Coach Box
612	1996 Ford F250	Building Services	CD	\$32,500	3/4T, XC, LWB
807	2004 Chevy 1500	Custodial	CD	\$30,500	1/2T, CC, SWB, V6, Lift gate
227	1995 GMC 3500 RC 4X4	Fire	KFD	\$35,000	Ford Explorer PI
290	2000 Ford Explorer	Fire	KFD	\$35,000	Ford Explorer PI
2201	2005 Chevy 1500 Xcab	Fire	KFD	\$35,000	Ford Explorer PI
2202	2005 Chevy 1500 Xcab	Fire	KFD	\$35,000	Ford Explorer PI
2204	2005 Chevy 1500 Xcab	Fire	KFD	\$35,000	Ford Explorer PI
2271	2009 Dodge 4500 Ambulance	Fire	KFD	\$180,000	Existing body remounted on new chassis
2272	2008 Dodge 4500 Ambulance	Fire	KFD	\$180,000	Existing body remounted on new chassis
2278	2009 Dodge 4500 Ambulance	Fire	KFD	\$180,000	Existing body remounted on new chassis
691	2006 Dodge 1500	Parks and Pub Grnds	CS	\$33,000	1/2T, CC, LWB, V8, TP, BL, FM, Lt B, TB
653	1996 John Deere 5500	Parks and Pub Grnds	CS	\$34,500	Comparable unit
35	2004 Chevy 1500	Permits and Insp	P&D	\$21,000	Escape SUV



Capital Replacement – Fleet Cont'd

FY19 Fleet Replacement List

General Fund (Cont'd)

Unit #	Description of Existing Unit	Division	Dept	Estimated Replacement Cost	Replacement Unit Description
117	2001 Chevy Malibu	Police	KPD	\$23,500	Taurus
129	2002 Honda Accord	Police	KPD	\$21,000	Escape SUV
130	2001 Ford Mustang	Police	KPD	\$21,000	Escape SUV
133	2004 Dodge 1500	Police	KPD	\$27,500	1/2T, XC, SWB, V6
151	1997 Crown Vic	Police	KPD	\$23,500	Taurus
169	1997 Dodge B2500 Van	Police	KPD	\$33,500	3/4T Van
181	2002 FORD F150 - seizure	Police	KPD	\$27,500	1/2T, XC, SWB, V6
191	2005 Dodge 1500	Police	KPD	\$29,500	1/2T, CC, SWB, V6
193	2005 Dodge 1500	Police	KPD	\$21,000	Escape SUV
197	1995 GMC Vandura	Police	KPD	\$35,500	1T, Cargo Van
199	2001 Chevy Tahoe	Police	KPD	\$21,000	Escape SUV
995	2000 Ford Taurus	Police	KPD	\$25,000	Taurus
996	2000 Ford Taurus	Police	KPD	\$25,000	Taurus
165	1999 Crown Vic	Police	KPD	\$25,000	Taurus



Capital Replacement – Fleet Cont'd

FY19 Fleet Replacement List

General Fund (Cont'd)

Unit #	Description of Existing Unit	Division	Dept	Estimated Replacement Cost	Replacement Unit Description
3002	2003 Crown Vic	Police	KPD	\$65,000	Patrol Equipped Explorer
3023	2005 Crown Vic	Police	KPD	\$65,000	Patrol Equipped Explorer
3036	2005 Crown Vic	Police	KPD	\$65,000	Patrol Equipped Explorer
3042	2006 Crown Vic	Police	KPD	\$65,000	Patrol Equipped Explorer
3067	2008 Crown Vic	Police	KPD	\$65,000	Patrol Equipped Explorer
3072	2008 Crown Vic	Police	KPD	\$65,000	Patrol Equipped Explorer
3081	2009 Crown Vic	Police	KPD	\$65,000	Patrol Equipped Explorer
3083	2009 Crown Vic	Police	KPD	\$65,000	Patrol Equipped Explorer
3087	2009 Crown Vic	Police	KPD	\$65,000	Patrol Equipped Explorer
3088	2009 Crown Vic	Police	KPD	\$65,000	Patrol Equipped Explorer
3092	2009 Crown Vic	Police	KPD	\$65,000	Patrol Equipped Explorer
344	2006 Dodge 3500	Streets	PW	\$51,000	1T, CC, DRW, Dsl w/Serv body
99	2002 Chevy 2500	Streets	PW	\$33,500	1/2T, CC, SWB, 4X4, V8, C1500
312	2007 Ford F350	Streets	PW	\$51,000	1T, CC, DRW, Dsl w/Serv body
370	2006 International 4300 4x2	Streets	PW	\$189,000	Comparable unit
328	2000 International 4900 Dump Truck	Streets	PW	\$124,500	FL/Warren 13.5 Dump
General Fund Total				\$2,441,500	



Capital Replacement – Fleet Cont'd

Solid Waste Fund - 6

Unit #	Description	Division	Dept	Estimated Replacement Cost	Replacement Unit Description
446	2006 MACK C7000 Roll Off	SW Commercial	PW	235,400	Autocar/
457	2006 Peterbilt 320 Front Loader	SW Commercial	PW	\$293,000	Autocar/McNeilus
4001	2006 Mack Front Loader	SW Commercial	PW	\$293,000	Autocar/McNeilus
410	2003 International 7400 Brush Truck	SW Residential	PW	155,000	Freightliner/
4052	2009 Peterbilt 320 Auto Side Loader	SW Residential	PW	\$280,000	Autocar/Bridgeport
4053	2009 Autocar ACX64 Auto Side Loader	SW Residential	PW	\$280,000	Autocar/Bridgeport
Solid Waste Fund Total				\$1,536,400	

Drainage Utility Maintenance Fund - 3

Unit #	Description	Division	Dept	Estimated Replacement Cost	Replacement Unit Description
38	2004 DODGE DAKOTA 4X4	Drainage Utility Engr	PW	\$23,700	SUV - Equinox
1065	2008 Ford F250	Drainage Utility Maint	PW	\$54,000	1T, CC, DRW, LWB, Dsl, GN
1066	2008 Ford F250 4X4	Drainage Utility Maint	PW	\$54,000	1T, CC, DRW, LWB, Dsl, GN
Drainage Utility Maintenance Fund Total				\$131,700	



Capital Replacement – Fleet Cont'd

Water & Sewer Fund - 11

Unit #	Description	Division	Dept	Estimated Replacement Cost	Replacement Unit Description
548	2006 Sterling Acterra Rodder/Jetter	Sanitary Sewer	PW	\$200,000	Comparable unit
506	2005 Ford Ranger	Utility Collections	PW	\$26,000	1/2T, RC, SWB, V6
508	2006 Chevy 1500	Utility Collections	PW	\$26,000	1/2T, RC, SWB, V6
514	2004 Chevy 1500	Utility Collections	PW	\$26,000	1/2T, RC, SWB, V6
583	2006 Chevy 1500 Xcab	Water & Sewer Eng	PW	\$34,000	1/2T, CC, LWB, 4X4, V8, C1500
594	2007 Chevy 2500 4X4	Water & Sewer Eng	PW	\$34,000	1/2T, CC, LWB, 4X4, V8, C1500
595	2007 Chevy 2500 CC	Water & Sewer Eng	PW	\$34,000	1/2T, CC, LWB, 4X4, V8, C1500
507	2007 Chevy 2500	Water & Sewer Ops	PW	\$32,500	3/4T, XC, LWB, V8
582	2003 Ford F350 4X4	Water & Sewer Ops	PW	\$38,000	1T, XC, SRW, w/Serv body
586	2004 Chevy 1500 Xcab	Water & Sewer Ops	PW	\$23,700	SUV - Equinox
589	2006 Chevy 1500 Xcab	Water & Sewer Ops	PW	\$29,500	1/2T, XC, LWB, V8, C1500
Water and Sewer Fund Total				\$503,700	

Total Funded - 64 \$4,613,300



City Manager's Comments





***INFORMATION
TECHNOLOGY***



FY 2019 Proposed Budget Presentation

Funds: Internal Service Fund

Department: Information Technology

Mission

To improve operational efficiencies and employee productivity through the use of technology, innovative solutions, and quality IT services.



Mission Elements

- ☐ Provide a secure, reliable, and cost-effective network.
- ☐ Provide standard software and hardware support.
- ☐ Provide enterprise applications support.
- ☐ Provide GIS services to all city departments.



By the Numbers:

- ❑ Provide a secure, reliable, and cost-effective network:
 - ❑ Availability of network resources: 99.7%
 - ❑ Number of active CoK Wifi buildings: 34 of 53
 - ❑ Availability of video surveillance equipment: 99%
 - ❑ Availability of access control systems: 99%
- ❑ Provide standard software and hardware support:
 - ❑ Percentage of systems with unauthorized software: 2%
 - ❑ Number of city systems (purchased) active on the network: 1,203
 - ❑ Number of work orders opened / closed: 5,302 / 5,288
 - ❑ Number of calls to the help desk: 9,459



By the Numbers:

☐ Provide enterprise applications support:

☐ Number of software applications: 60

☐ Number of servers managed: 32

☐ Number of licensed users supported: 537

☐ Number of projects initiated: 18

☐ Provide GIS services to all city departments:

☐ Number of assets in GIS database: 1,500,000

☐ Number of websites internal / external: 9 / 10

☐ Number of ongoing analytical projects: 20

☐ Number of maps & documents produced: 600

☐ Number of Cityworks work orders processed 10641



Goals for FY 18/19

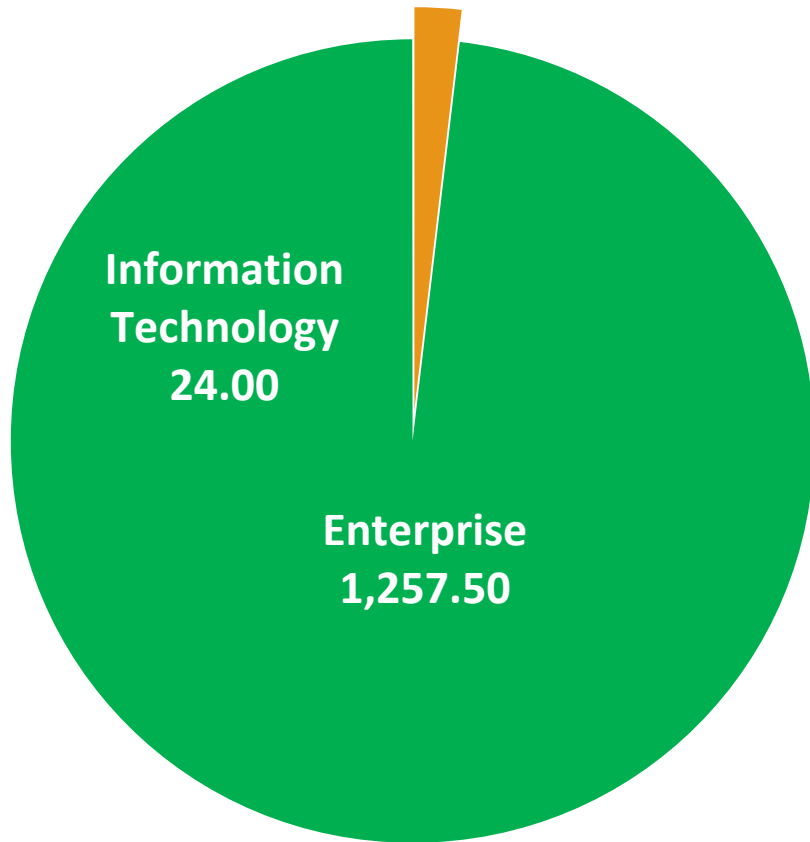
- ☐ Deploy new features from our telecommunication system.
- ☐ Install outdoor Wi-Fi at some public locations.
- ☐ Install backup Data Center.
- ☐ Upgrade virtualization software.
- ☐ Upgrade PC and Server Operating Systems.
- ☐ Upgrade Network Storage Capabilities.
- ☐ Expand GIS web technology access to staff and public.
- ☐ Upgrade enterprise-wide GIS software.
- ☐ Assist departments in mapping critical processes.
- ☐ Improve IT relations across the enterprise.



How Information Technology Fits in the Enterprise in FY 18/19 – Staffing & Budget

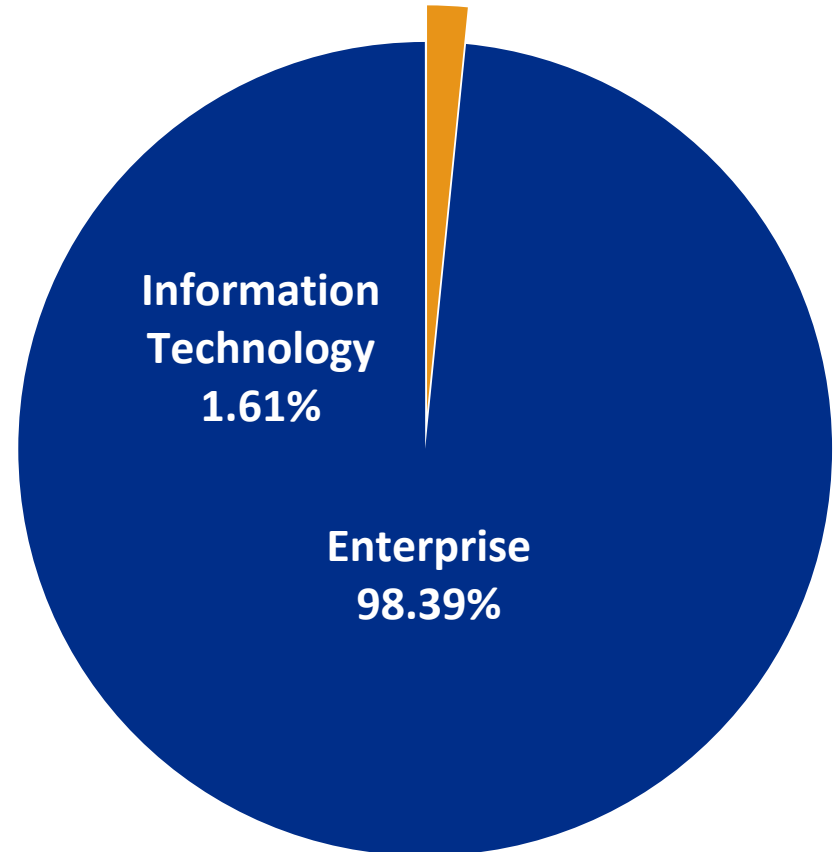
1.87% of FTEs in Enterprise

FTEs in All Funds



1.61% of Expenses in Enterprise

Expenses in All Funds



All Funds FTEs = 1,281.50

All Funds = \$181,339,723

Staffing

	Budgeted FY16/17	Budgeted FY 17/18	Proposed FY 18/19
FTEs	25.00	24.00	24.00

FY 2018

Unfunded Network Technician Position (during FY 2017).



Revenue Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Aviation Fund	-	114,150	114,150	117,118
From Drainage Fund	-	167,866	167,866	174,754
From General Fund	-	1,039,263	1,039,263	1,099,887
From HOT Fund	-	42,200	42,200	44,310
From Solid Waste Fund	-	266,816	266,816	290,600
From Water & Sewer Fund	-	1,149,764	1,149,764	1,188,475
To Internal Service Fund	-	-	(36,948)	-
Total	\$ -	\$ 2,780,059	\$ 2,743,111	\$ 2,915,144
=Base request				\$ 2,915,144
+Decision Packages - From Additional Revenue				-
=Total				\$ 2,915,144



Expense Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Expense:				
Operations				
• Personnel Services	\$ -	\$ 1,498,519	\$ 1,415,532	\$ 1,578,126
• Materials & Supplies	-	1,007,557	1,002,924	1,030,468
• Contracts	-	20,000	20,300	21,550
• Capital Outlay	-	253,983	304,355	285,000
Total	\$ -	\$ 2,780,059	\$ 2,743,111	\$ 2,915,144
=Base request				\$ 2,915,144
+Decision packages				-
=Total				\$ 2,915,144



Explanation of Expense Variance

- ☐ Cost of living increases.
- ☐ Inflationary increase.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages		\$0	\$0	\$0



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Laserfiche Rio – Upgrade	1	\$232,100	\$0	\$232,100
File System Hardware Update	2	45,000	0	45,000
Windows 10 Upgrade	3	65,000	0	65,000
ITS Server Upgrades	4	30,000	0	30,000
MS Office Suite	5	165,000	0	165,000
Fiber Loop – OCD Move	6	57,800	0	57,800
Voice Recording System – Engage	7	21,000	0	21,000



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Smartsheet – Enterprise	8	\$11,000	\$0	\$11,000
GIS Plotter – 60 Inch	9	20,000	0	20,000
Total Decision Packages		\$646,900	\$0	\$646,900



City Manager's Comments





RISK MANAGMENT



FY 2019 Proposed Budget Presentation

Fund: Risk Management Internal
Service Fund

Department: Human Resources

Division: Risk Management

Mission

Risk Management's mission is to establish effective risk prevention and controls to minimize the City's financial risk while providing optimum services to City employees and its citizens through the centralized administration of workers compensation, safety, loss control, and other risk management programs.



Mission Elements

- ☐ Implement and manage an effective loss prevention and risk mitigation program.
- ☐ Implement and manage an effective safety program.
- ☐ Manage appropriate insurance programs to ensure proper coverage and cost benefits.



By the Numbers:

- ☐ Implement and manage an effective safety program.
 - ☐ Safety program is out for review by Department Executive Directors.
- ☐ Implement and manage an effective loss prevention and risk mitigation program.
 - ☐ Anticipate a 10-20% reduction in incident frequency in the next 2-5FYs.
- ☐ Manage appropriate insurance programs to ensure proper coverage and cost benefits.
 - ☐ Continued to utilize same workers compensation and liability insurance – TMLIRP is the selected provider/vendor.



By the Numbers:

- ☐ Reduce preventable work-related injuries.
 - ☐ Provided 15 on-site safety visits/training with at least 20 planned for FY 19.
 - ☐ Fiscal year to date – 24 preventable injuries (-53%)
- ☐ Reduce preventable work-related vehicle accidents.
 - ☐ Provided 15 on-site safety visits/training with at least 20 planned for FY 19.
 - ☐ Fiscal year to date – 36 preventable vehicle accidents (-64%).
- ☐ Conduct monthly Safety Committee Meetings to share safety information with Department representatives.



Goals for FY 18/19

- ☐ Implement a standardized and effective safety program.
- ☐ Reduce preventable incidents by heightening safety awareness.
- ☐ Incorporate loss prevention practices and risk management functions in areas in addition to employee safety.



How Risk Management Fits in the Enterprise in FY 18/19 – Staffing & Budget

0.23% of FTEs in Enterprise
FTEs in All Funds



0.74% of Expenses in Enterprise
Expenses in All Funds



All Funds FTEs = 1,281.50

All Funds = \$181,339,723

Staffing

	Budgeted FY16/17	Budgeted FY 17/18	Proposed FY 18/19
FTEs	0.00	3.00	3.00



Revenue Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
From General Fund	-	781,808	781,808	817,847
From HOT Fund	-	23,776	23,776	24,872
From KFHRA Fund	-	78,785	78,785	82,358
From Skylark Field Fund	-	15,108	15,108	15,863
From Solid Waste Fund	-	196,129	196,129	205,169
From Water & Sewer Fund	-	158,723	158,723	166,040
From Drainage Fund	-	27,660	27,660	28,935
From Internal Service Fund				-
To Internal Service Fund Balance			(77,076)	-
Total	\$ -	\$ 1,281,989	\$ 1,204,913	\$ 1,341,084
=Base request				\$ 1,341,084
+Decision Packages - From Additional Revenue				-
=Total				\$ 1,341,084



Expense Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Expense:				
Operations				
• Personnel Services	\$ -	\$ 179,734	\$ 102,658	\$ 178,445
• Materials & Supplies	-	5,941	5,941	7,100
• Insurance Contracts	-	1,096,314	1,096,314	1,155,539
• Capital Outlay	-	-	-	-
Total	\$ -	\$ 1,281,989	\$ 1,204,913	\$ 1,341,084
=Base request				\$ 1,341,084
+Decision packages				-
=Total				\$ 1,341,084



Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Inflationary increase.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages				



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages				



City Manager's Comments





CAPITAL IMPROVEMENT PROGRAM



FY 2019 Proposed Budget Presentation

Fund: Multiple Funds

Department: Capital Improvement
Program

Division: Capital Improvement Program

All Funds

CIP Fund Summary - FY 2019

	Amount
Grants	\$ 7,803,570
Governmental CIP Fund	7,791,685
Bonds	6,195,525
Water & Sewer CIP Fund	5,608,819
Solid Waste CIP Fund	3,737,118
Drainage CIP Fund	3,457,306
Aviation CIP Funds	1,661,500
TxDOT Reimbursement	1,499,051
PEG Fund	446,590
Total	<u><u>\$ 38,201,164</u></u>



Governmental

CIP Fund Summary - FY 2019

CIP FUNDING SOURCES

	Bonds	Grants	CIP	TxDOT Reimb	PEG Fund	Total
Other Projects Reserve	\$ 379,706	\$ -	\$ 3,702,666	\$ -	\$ -	\$ 4,082,372
Rosewood Extension	317,492	2,814,995	432,508	-	-	3,564,995
Fleet Replacement Program	-	-	2,441,500	-	-	2,441,500
Heritage Oaks Hike & Bike Trail	495,364	-	-	1,499,051	-	1,994,415
Technology Equipment & Software	-	-	600,000	-	-	600,000
Remodel City Council Chambers	-	-	-	-	446,590	446,590
HVAC Replacement Program	-	-	400,000	-	-	400,000
Downtown Streetscaping Ph II	79,082	-	147,918	-	-	227,000
Parks Project	137,125	-	-	-	-	137,125
Golf Capital Improvement	-	-	67,093	-	-	67,093
Trimmer Road Widening	53,162	-	-	-	-	53,162
Total	\$ 1,461,931	\$ 2,814,995	\$ 7,791,685	\$1,499,051	\$ 446,590	\$ 14,014,252



General Fund Rosewood Extension

The Rosewood Extension is a combination roadway/hike and bike trail project that consist of an arterial roadway from Pyrite Drive to Chaparral Road and multi-modal trails.

[illegible]

Heritage Oaks Hike & Bike Trail, Segment 3A

[illegible]

General Fund

Heritage Oaks Hike & Bike Trail, Segment 4

Heritage Oaks Hike & Bike Trail, Segment 4 is a 1.50 mile section of trail along Trimmier Creek from Chaparral Road to Platinum Drive.

Funding Sources	Previous Years	FY 2019	FY 2020	Future Years	Total
Grant/Reimb.	\$ 529,967	\$ 1,447,223	\$ -	\$ -	\$ 1,977,190
Bond	461,655	482,407	-	-	944,062
	\$ 991,622	\$ 1,929,630	\$ -	\$ -	\$ 2,921,252



General Fund

City Council Chambers

This project will remodel the existing City Council Chambers including upgrades to technology, workspace,

Funding Sources	Previous Years	FY 2019	FY 2020	Future Years	Total
Governmental CIP (PEG)	\$ 31,875	\$ 446,590	\$ -	\$ -	\$ 478,465
	\$ 31,875	\$ 446,590	\$ -	\$ -	\$ 478,465



General Fund

Downtown Streetscaping Ph II

The purpose of the Downtown Streetscaping, Ph. II project is to honor an agreement with KEDC to enhance the streetscape in front of the Solix building.

Funding Sources	Previous Years	FY 2019	FY 2020	Future Years	Total
Governmental CIP Downtown Impr Ph II	\$ 73,000 -	\$ 147,918 79,082	\$ -	\$ -	\$ 220,918 79,082
	\$ 73,000	\$ 227,000	\$ -	\$ -	\$ 300,000



General Fund

Trimmier Road Widening

This project is the close out of the payment for the Trimmier Road Widening project. The project

[illegible]

Aviation Funds

CIP Summary - FY 2019

CIP FUNDING SOURCES

	Grants	PFC	CFC	TxDOT Reimb	Total
Terminal Building Boarding Bridges, Phase 3	\$4,988,575	\$ 554,286	\$ -	\$ -	\$5,542,861
Rental Lot Facility Covered Parking	-	-	1,000,000	-	1,000,000
Total	\$4,988,575	\$ 554,286	\$1,000,000	\$ -	\$6,542,861



Terminal Building Boarding Bridges, Ph 3

[illegible]

Aviation Funds

Rental Lot Facility Covered Parking

This project will design and construct solar-integrated covered parking at KFHRA rental car return area.

[illegible]

Water & Sewer Fund

CIP Summary - FY 2019

CIP FUNDING SOURCES

	Bonds	Grants	CIP	TxDOT Reimb	Total
Other Project Reserve	\$ -	\$ -	\$3,469,946	\$ -	\$ 3,469,946
South Water Supply	2,100,000	-	-	-	2,100,000
Water Line Rehab Phase 3	150,000	-	1,000,000	-	1,150,000
SSES Sewer Line Phase IV	850,000	-	-	-	850,000
Fleet Replacement Program	-	-	503,700	-	503,700
18" Sewer Gravity Main	500,000	-	-	-	500,000
SSES Sewer Line Phase V	350,000	-	-	-	350,000
Water System Improvements	258,533	-	-	-	258,533
Replacement W&S Parking Lot			240,600	-	240,600
Vacuum Truck			209,573	-	209,573
Water & Sewer Master Plan	-	-	150,000	-	150,000
Septic Tank Elimination, Ph XI	125,000	-	-	-	125,000
Septic Tank Elimination, Ph X	100,000	-	-	-	100,000
Forklift for Warehouse	-	-	35,000	-	35,000
Total	\$4,433,533	\$ -	\$5,608,819	\$ -	\$ 10,042,352



Water & Sewer Fund

South Water Supply

The South Water Supply, Phase 1 project will contain necessary infrastructure to distribute water received from the new south delivery point.

Funding Sources	Previous Years	FY 2019	FY 2020	Future Years	Total
W&S Bond	\$ 163,179	\$ 2,100,000	\$ 1,400,000	\$ 10,700,000	\$ 14,363,179
	\$ 163,179	\$ 2,100,000	\$ 1,400,000	\$ 10,700,000	\$ 14,363,179



Water Line Rehab Phase 3

The Waterline Rehab, Ph. 3 project will replace old and undersized lines in North Killeen.

[illegible]

Water & Sewer Fund

SSES Sewer Line Evaluation Phase IV

This project will rehabilitate defective sewer main identified in the sanitary sewer evaluation survey, phase 4.

Funding Sources	Previous Years	FY 2019	FY 2020	Future Years	Total
W&S Bond	\$ 150,000	\$ 850,000	\$ -	\$ -	\$ 1,000,000
	\$ 150,000	\$ 850,000	\$ -	\$ -	\$ 1,000,000



Water & Sewer Fund

18" Sewer Gravity Main

This project will extend an 18" gravity main in the Trimmier Creek Basin, and recommission a 10" force main to a gravity main.

Funding Sources	Previous Years	FY 2019	FY 2020	Future Years	Total
W&S Bond	\$ 231,239	\$ 500,000	\$ 800,000	\$ -	\$ 1,531,239
	\$ 231,239	\$ 500,000	\$ 800,000	\$ -	\$ 1,531,239



Water & Sewer Fund

SSES Sewer Line Evaluation Phase V

This project will evaluate 637,170 linear feet of sewer main for deficiencies.

Funding Sources	Previous Years	FY 2019	FY 2020	Future Years	Total
W&S Bond	\$ 60,000	\$ 350,000	\$ -	\$ -	\$ 410,000
	\$ 60,000	\$ 350,000	\$ -	\$ -	\$ 410,000



Water & Sewer Fund

Water System Improvements

Connecting an existing 16-inch and 12-inch line that are currently dead-ends to the transmission line that supplies PS#4. Installing control valves at the elevated tanks in the LPP. Upsizing the existing discharge pipe at PS#3. Connecting existing 12-inch lines near Elms Road and Christie Drive. Installing a PRV near Jasper Drive and Florence Road.

Funding Sources	Previous Years	FY 2019	FY 2020	Future Years	Total
W&S Bond	\$ 146,245	\$ 258,533	\$ -	\$ -	\$ 404,778
	\$ 146,245	\$ 258,533	\$ -	\$ -	\$ 404,778



Water & Sewer Fund

Master Plan

The 2017 W&S Master Plan will update the necessary projects and associated cost estimates for the W&S system in the City.

Funding Sources	Previous Years	FY 2019	FY 2020	Future Years	Total
W&S CIP	\$ 188,400	\$ 150,000	\$ -	\$ -	\$ 338,400
	\$ 188,400	\$ 150,000	\$ -	\$ -	\$ 338,400



Water & Sewer Fund

Septic Tank Elimination, Phase XI

The STEP, Ph XI design project will design a plan to connect residences in a TBD location currently served by septic systems to the City sewer system.

Funding Sources	Previous Years	FY 2019	FY 2020	Future Years	Total
W&S Bond	\$ 25,000	\$ 125,000	\$ 850,000	\$ -	\$ 1,000,000
	\$ 25,000	\$ 125,000	\$ 850,000	\$ -	\$ 1,000,000



Water & Sewer Fund

Septic Tank Elimination, Phase X

The STEP, Ph. X project will connect approximately 80 residences currently served by septic systems to the City sewer system.

Funding Sources	Previous Years	FY 2019	FY 2020	Future Years	Total
W&S Bond	\$ 692,013	\$ 100,000	\$ -	\$ -	\$ 792,013
	\$ 692,013	\$ 100,000	\$ -	\$ -	\$ 792,013



Drainage Fund

CIP Summary - FY 2019

CIP FUNDING SOURCES

	Bonds	Grants	CIP	TxDOT Reimb	Total
Other Project Reserves	\$ -	\$ -	\$2,859,058	\$ -	\$2,859,058
Cosper Ridge/Bermuda Ditch	225,735	-	466,548	-	692,283
Fleet Replacement Program	-	-	131,700	-	131,700
Valley Ditch	59,750	-	-	-	59,750
Patriotic	14,576	-	-	-	14,576
Total	\$ 300,061	\$ -	\$3,457,306	\$ -	\$3,757,367





Drainage Fund

Valley Ditch

The Valley Ditch Major CIP Project will complete a preliminary engineering report and final design for improvements to Valley Ditch to reduce flooding.

Funding Sources	Previous Years	FY 2019	FY 2020	Future Years	Total
Drainage Bond	\$ 104,950	\$ 59,750	\$ -	\$ 550,000	\$ 714,700
	\$ 104,950	\$ 59,750	\$ -	\$ 550,000	\$ 714,700



Drainage Fund

Patriotic

The Patriotic Ditch project will complete the final design for improvements to reduce flooding within Patriotic Ditch.

Funding Sources	Previous Years	FY 2019	FY 2020	Future Years	Total
Drainage Bond	\$ 75,724	\$ 14,576	\$ 50,000	\$ 591,888	\$ 732,188
	\$ 75,724	\$ 14,576	\$ 50,000	\$ 591,888	\$ 732,188



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Construct a new Animal Services Facility		\$9,352,947	\$0	\$9,352,947
Construct a new Senior Center in the proximity of the existing facility		1,650,000	0	1,650,000
Replace Fire Engine to include tools and equipment		945,000	0	945,000
Downtown Phase II		2,300,000	0	2,300,000
Renovation of Water & Sewer Administration Building		450,000	\$0	450,000



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Chaparral Road Design – Option 1 – Design Chaparral Road from SH 195 to FM 3481 in Harker Heights (approx. 5.84 miles)		\$2,000,000	\$0	\$2,000,000
Chaparral Road MUD – Option 2 – Design Chaparral Road from SH 195 to FM 3481 in Harker Heights (approx. 5.84 miles). Construct Chaparral Road from SH 195 to East of West Trimmier Rd as required by development agreement for Bell County MUD #2 (approx. 1.5 miles).		5,000,000	0	5,000,000
Total Decision Packages		\$21,697,947	\$0	\$21,697,947



City Manager's Comments





DEBT SERVICE FUND



FY 2019 Proposed Budget Presentation

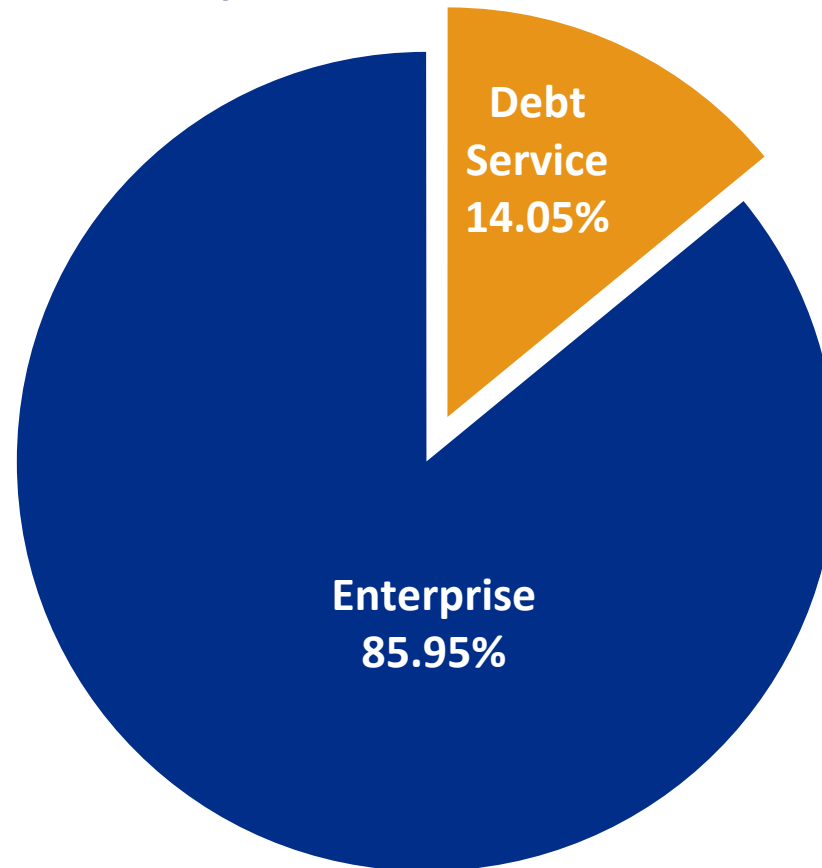
Funds: Multiple Funds

Department: Debt Service

Division: Debt Service

How Debt Service Fits in the Enterprise in FY 18/19 – Budget

14.05% of Expenses in Enterprise
Expenses in All Funds



All Funds = \$181,339,723



Debt Service Fund

Revenue Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Property Tax	\$ 16,048,942	\$ 14,688,478	\$ 14,688,478	\$ 12,325,165
Pass-Through Toll Road Payments	2,038,985	1,684,375	1,684,375	1,684,375
Interest Earned	63,435	45,000	45,000	106,734
Operating Transfers	851,937	-	-	-
Bond Proceeds	-	-	-	-
Premium on Bond	-	-	-	-
From Debt Service Fund				1,750,000
(To) Debt Service Fund	(3,543,638)	(681,192)	(681,192)	-
Total	\$ 15,459,661	\$ 15,736,661	\$ 15,736,661	\$ 15,866,274



Debt Service Fund

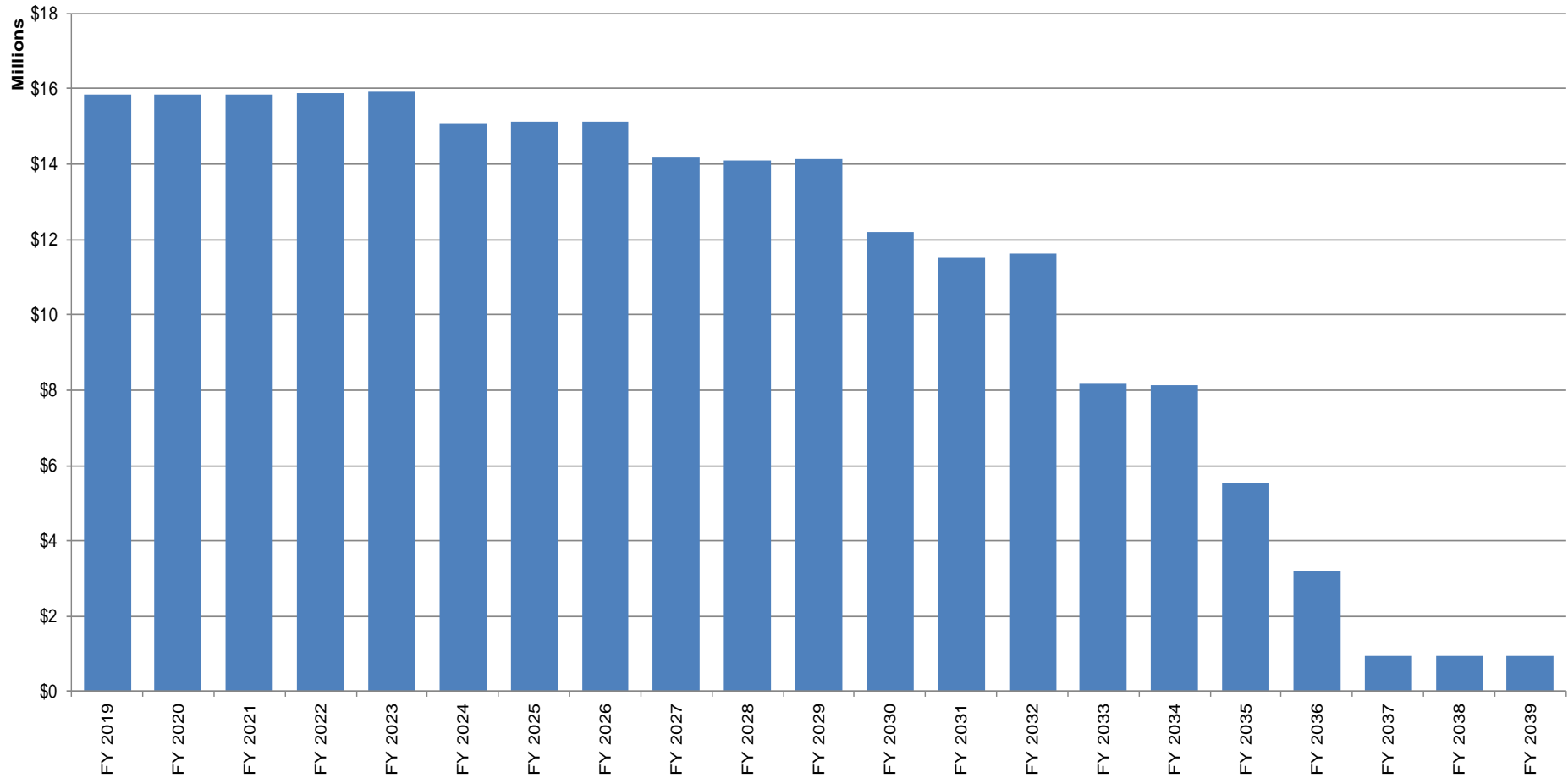
Expense Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Expense:				
Operations				
• Bond Interest	\$ 7,829,053	\$ 7,593,661	\$ 7,593,661	\$ 7,158,274
• Bond Principal	7,605,000	8,120,000	8,120,000	8,680,000
• Arbitrage Calculation Fees	19,242	15,000	15,000	20,000
• Paying Agent Fees	6,366	8,000	8,000	8,000
• Payment to Escrow Agent	-	-	-	-
• Issuance Costs	-	-	-	-
Total	\$ 15,459,661	\$ 15,736,661	\$ 15,736,661	\$ 15,866,274



Tax Supported Debt

Tax Supported Debt



Water and Sewer Fund

Debt Service Revenue Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Interest Earned	\$ -	\$ -	\$ -	\$ -
From Water & Sewer Fund	6,034,472	6,171,911	6,171,911	7,576,729
Total	\$ 6,034,472	\$ 6,171,911	\$ 6,171,911	\$ 7,576,729



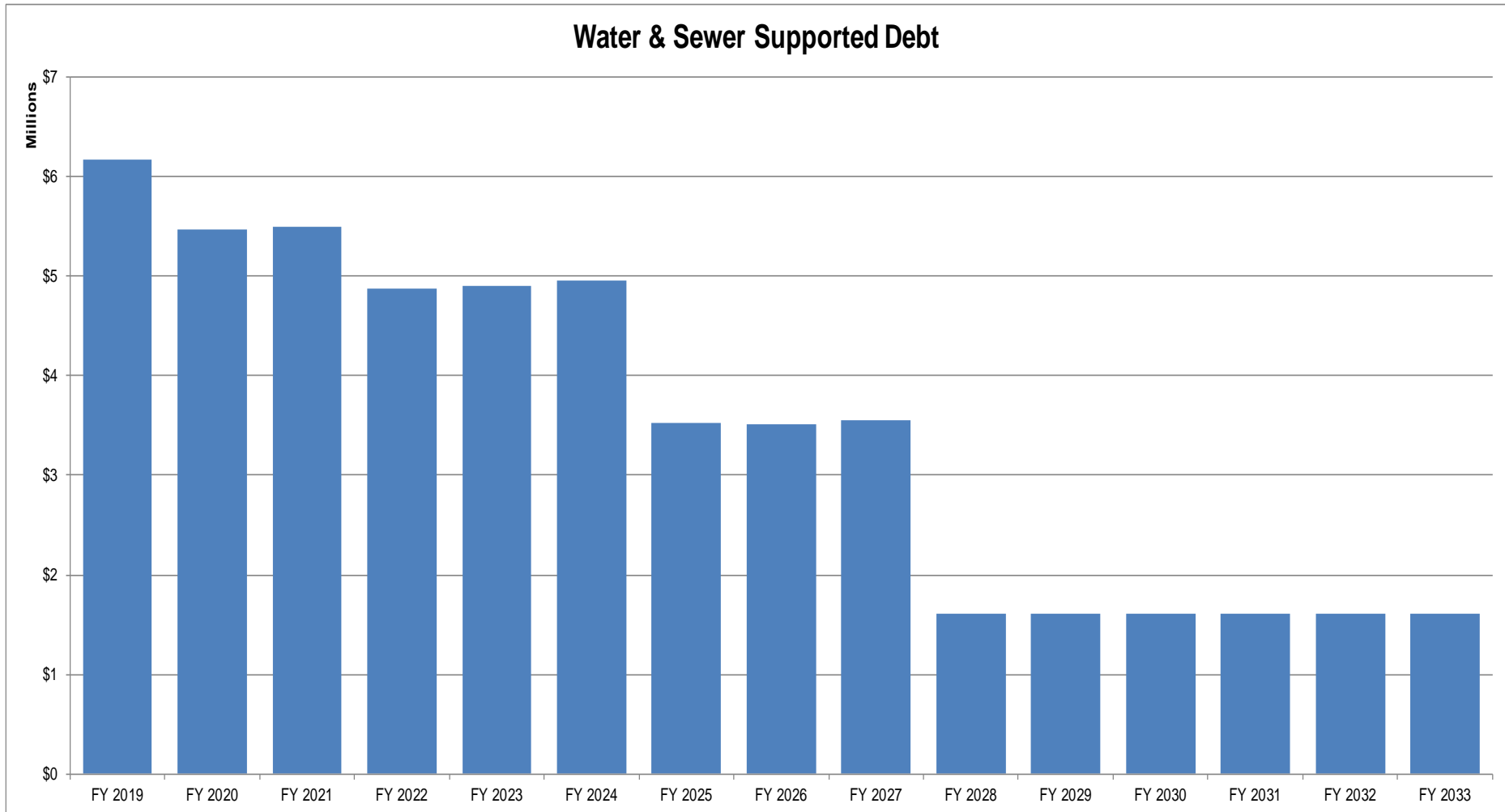
Water and Sewer Fund

Debt Service Expense Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Expense:				
Operations				
• Bond Interest	\$ 824,227	\$ 1,830,871	\$ 1,830,871	\$ 1,690,689
• Bond Principal	5,205,000	4,335,000	4,335,000	4,480,000
• Proposed Issue in FY 2019	-	-	-	1,400,000
• Arbitrage Calculation Fees	2,745	5,040	5,040	5,040
• Paying Agent Fees	2,500	1,000	1,000	1,000
• Payment to Escrow Agent	-	-	-	-
• Issuance Costs	-	-	-	-
Total	\$ 6,034,472	\$ 6,171,911	\$ 6,171,911	\$ 7,576,729



Water & Sewer Supported Debt



Solid Waste Fund

Debt Service Revenue Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Interest Earned	\$ -	\$ -	\$ -	\$ -
From Solid Waste Fund	717,236	719,643	719,643	759,618
Total	\$ 717,236	\$ 719,643	\$ 719,643	\$ 759,618



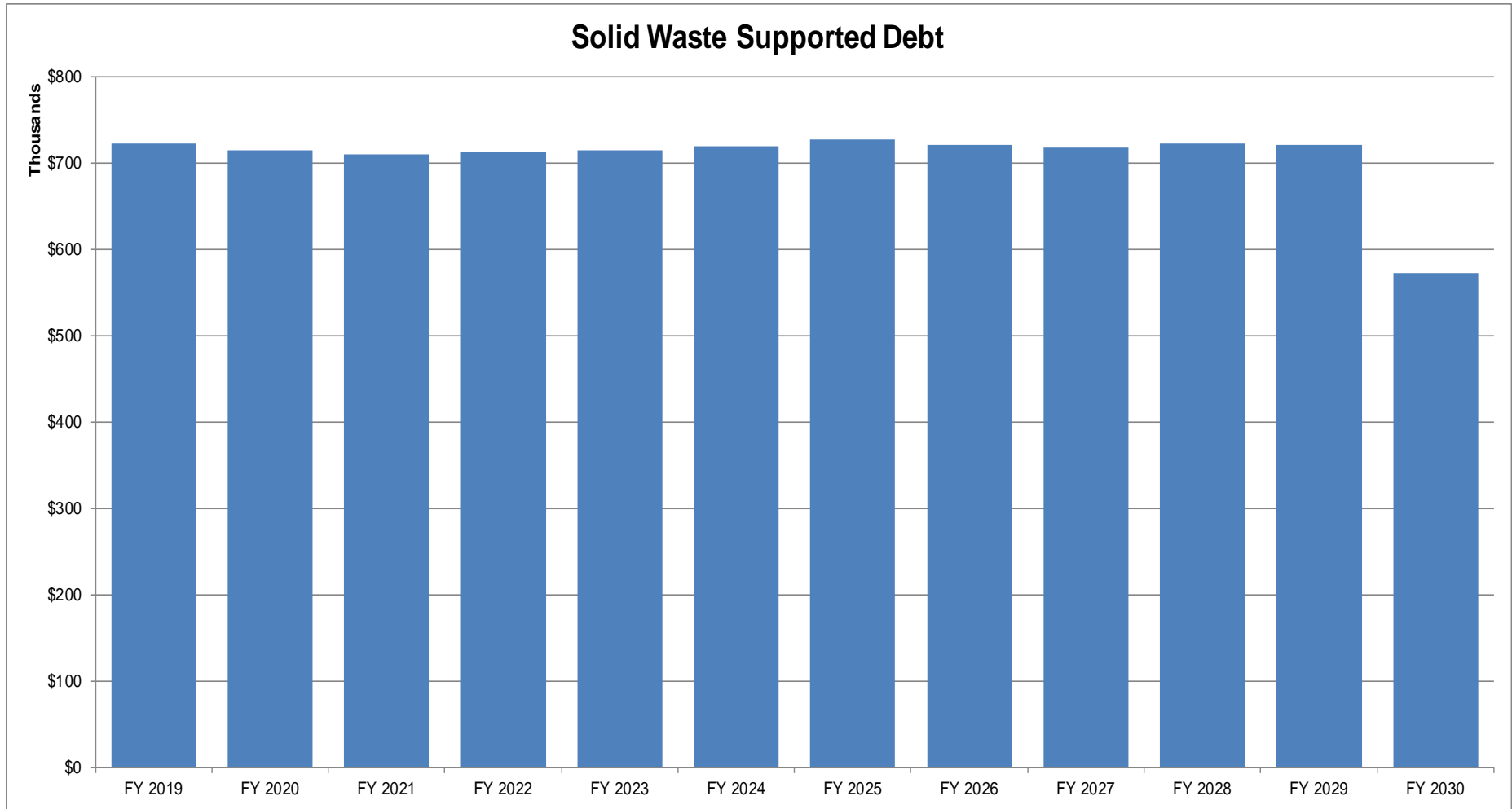
Solid Waste Fund

Debt Service Expense Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Expense:				
Operations				
• Bond Interest	\$ 315,917	\$ 303,823	\$ 303,823	\$ 323,798
• Bond Principal	400,000	415,000	415,000	435,000
• Arbitrage Calculation Fees	1,110	320	320	320
• Paying Agent Fees	209	500	500	500
• Payment to Escrow Agent	-	-	-	-
• Issuance Costs	-	-	-	-
Total	\$ 717,236	\$ 719,643	\$ 719,643	\$ 759,618



Solid Waste Supported Debt



Drainage Utility Fund

Debt Service Revenue Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Interest Earned	\$ -	\$ -	\$ -	\$ -
From Drainage Fund	550,655	541,341	541,341	545,391
Total	\$ 550,655	\$ 541,341	\$ 541,341	\$ 545,391



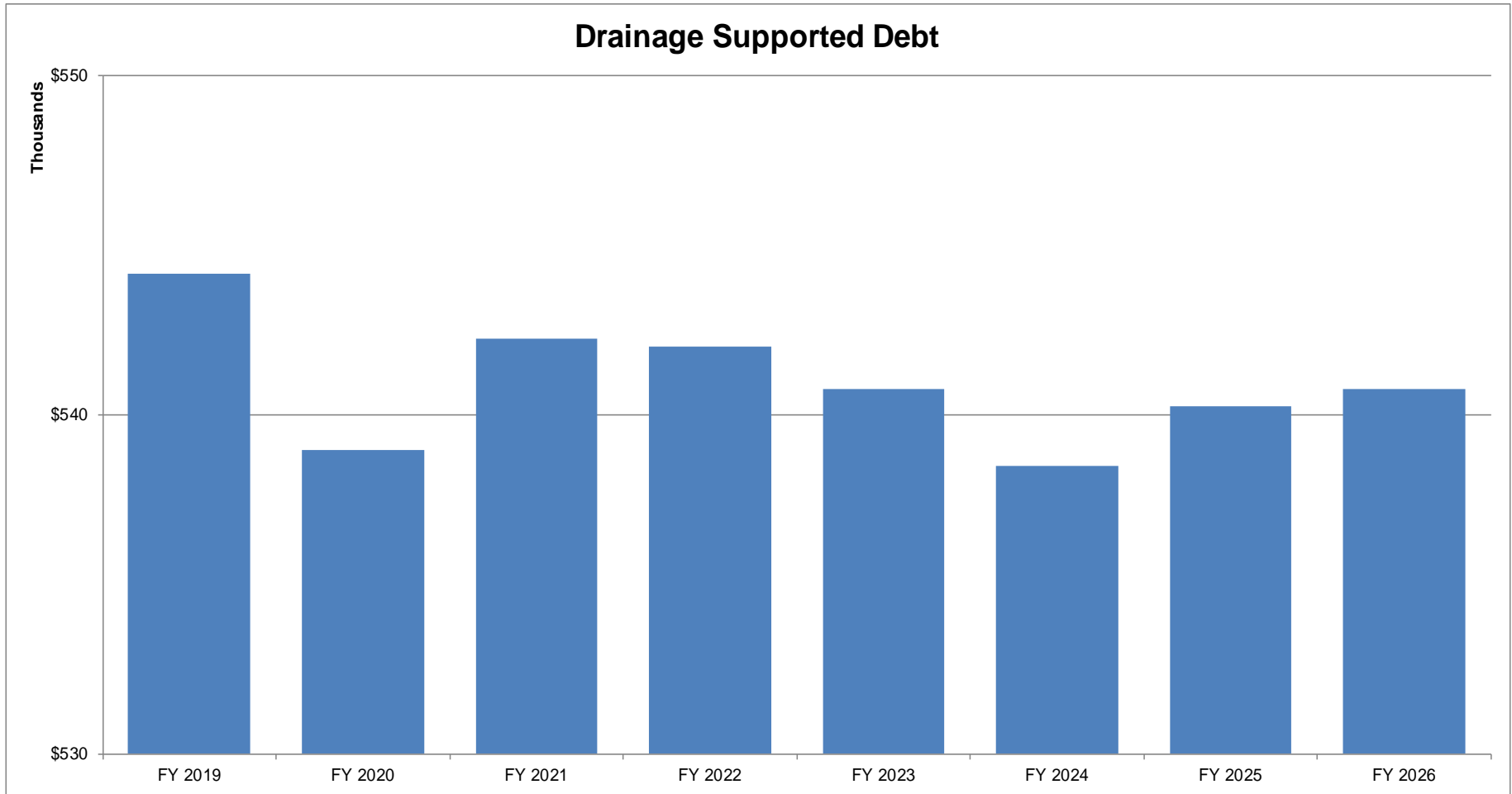
Drainage Utility Fund

Debt Service Expense Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Expense:				
Operations				
• Bond Interest	\$ 189,154	\$ 175,100	\$ 175,100	\$ 164,150
• Bond Principal	360,000	365,000	365,000	380,000
• Arbitrage Calculation Fees	1,453	491	491	491
• Paying Agent Fees	48	750	750	750
• Payment to Escrow Agent	-	-	-	-
• Issuance Costs	-	-	-	-
Total	\$ 550,655	\$ 541,341	\$ 541,341	\$ 545,391



Drainage Supported Debt



Hotel Occupancy Tax Fund

Debt Service Revenue Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Interest Earned	\$ -	\$ -	\$ -	\$ -
From HOT Fund	739,720	722,060	722,060	723,410
Total	\$ 739,720	\$ 722,060	\$ 722,060	\$ 723,410



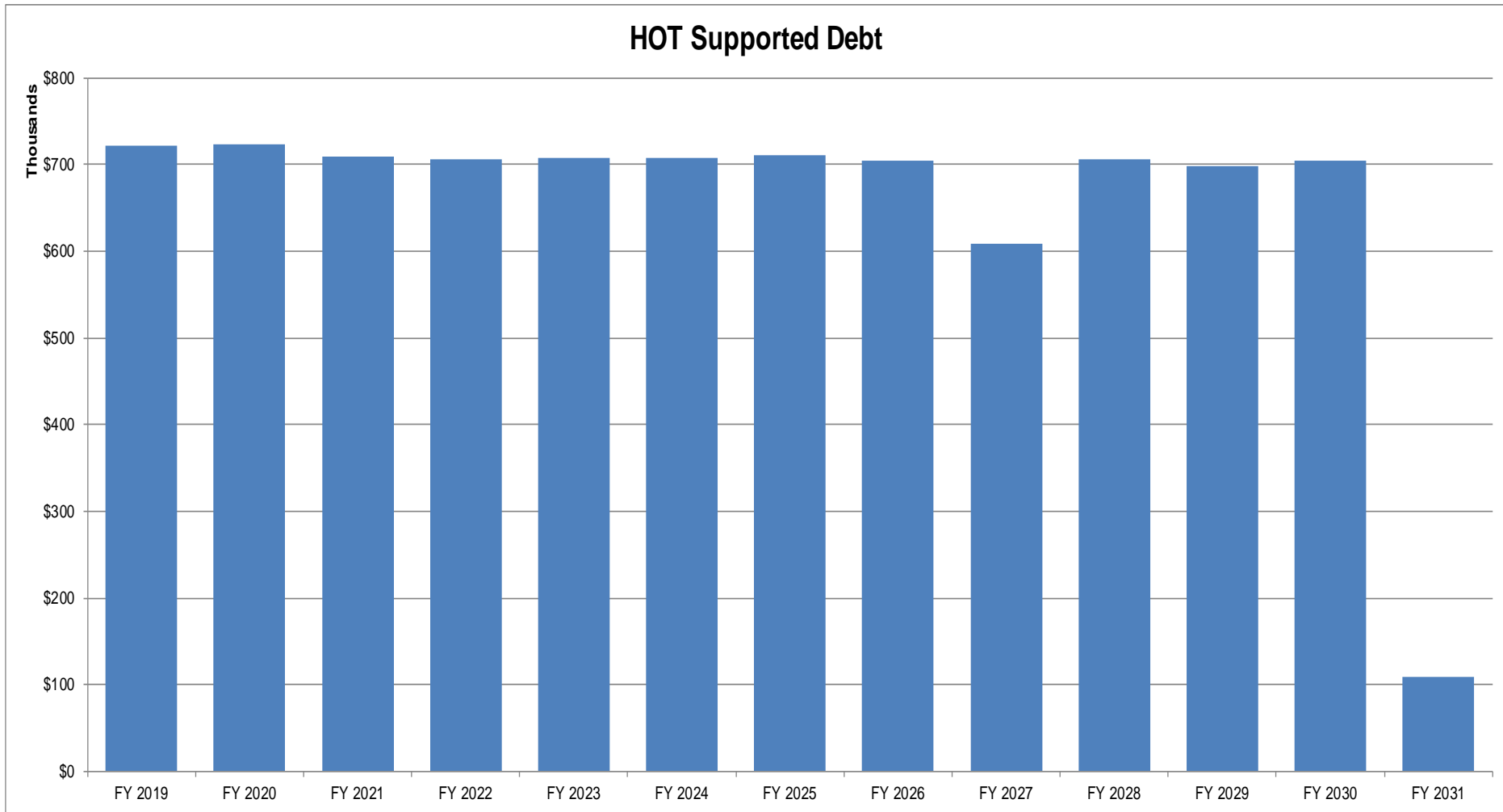
Hotel Occupancy Tax Fund

Debt Service Expense Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Expense:				
Operations				
• Bond Interest	\$ 334,128	\$ 295,600	\$ 295,600	\$ 281,950
• Bond Principal	405,000	425,000	425,000	440,000
• Arbitrage Calculation Fees	65	860	860	860
• Paying Agent Fees	527	600	600	600
• Payment to Escrow Agent	-	-	-	-
• Issuance Costs	-	-	-	-
Total	\$ 739,720	\$ 722,060	\$ 722,060	\$ 723,410



HOT Supported Debt



City Manager's Comments





SPECIAL REVENUE FUNDS



CDBG & HOME



FY 2019 Proposed Budget Presentation

Fund: Special Revenue Funds

Department: Community Development

Divisions: CDBG & HOME Grants

Mission

The mission of the Community Development Department is to administer sub-grants to qualifying agencies.



Mission Elements

- ☐ Provide technical assistance for selecting sub-grantees.
- ☐ Compliance monitoring for sub-grantee's performance.
- ☐ Required reporting for grantees.



By the Numbers:

- ❑ Persons assisted with CDBG & Home Program: 15,633

- ❑ Public services and programs – CDBG: 6 / 3,181
 - ❑ 6 programs / 3,181 persons
- ❑ Elderly transportation program – CDBG: 166
- ❑ Public facilities improved–CDBG: 2 / 12,045
 - ❑ 2 facility improvements / 12,045 benefitting
- ❑ Homes rehabilitated – CDBG: 5 / 10
 - ❑ 5 homes / 10 persons



By the Numbers (continued):

- ❑ Homes purchased – HOME: 3 / 5
 - ❑ 3 homes / 5 persons
- ❑ Homebuyers educated – HOME: 12 / 170
 - ❑ 12 classes / 170 persons attended
- ❑ Tenant Based Rental units assisted – HOME: 16 / 65
 - ❑ 16 rental units / 65 persons



Goals for FY 18/19

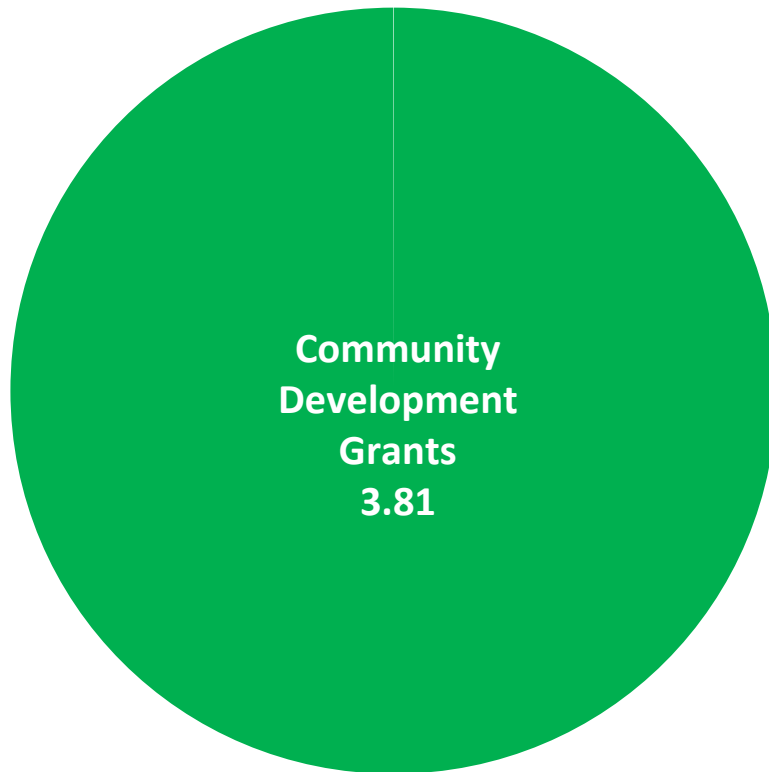
- ☐ Maintain CDBG and HOME Program grant requirements with reduced staffing levels.
- ☐ Provide housing rehabilitation to eligible households.
- ☐ Provide first time homebuyer benefits to eligible households.
- ☐ Provide elderly transportation services to eligible persons.



How Community Development Grants Fit in the Enterprise in FY 18/19 – Staffing

100% of FTEs in Fund

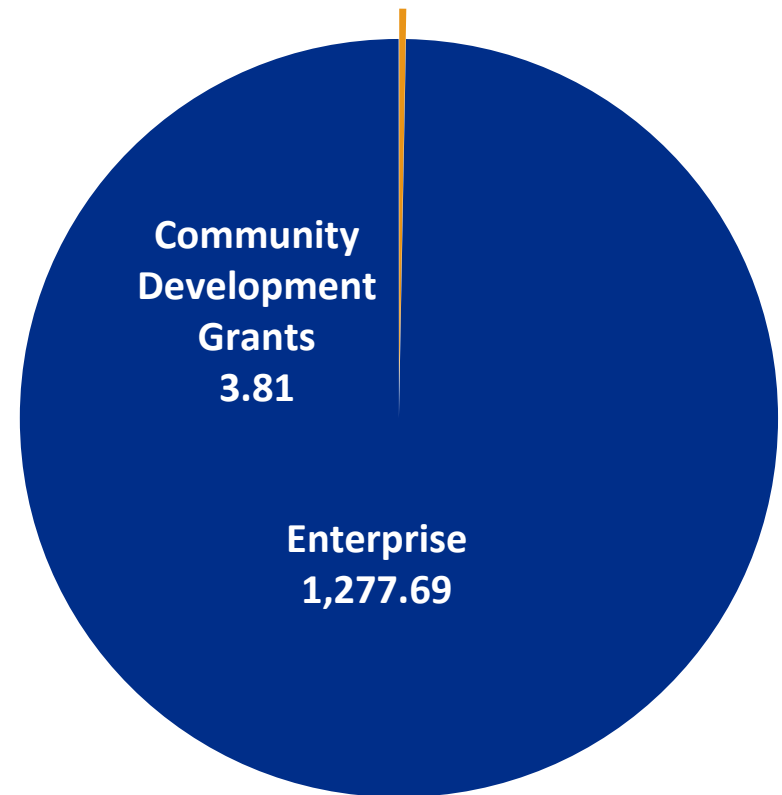
FTEs in the Fund



Community Development
Grants FTEs = 3.81
Fund FTEs = 3.81

0.30% of FTEs in Enterprise

FTEs in the Enterprise



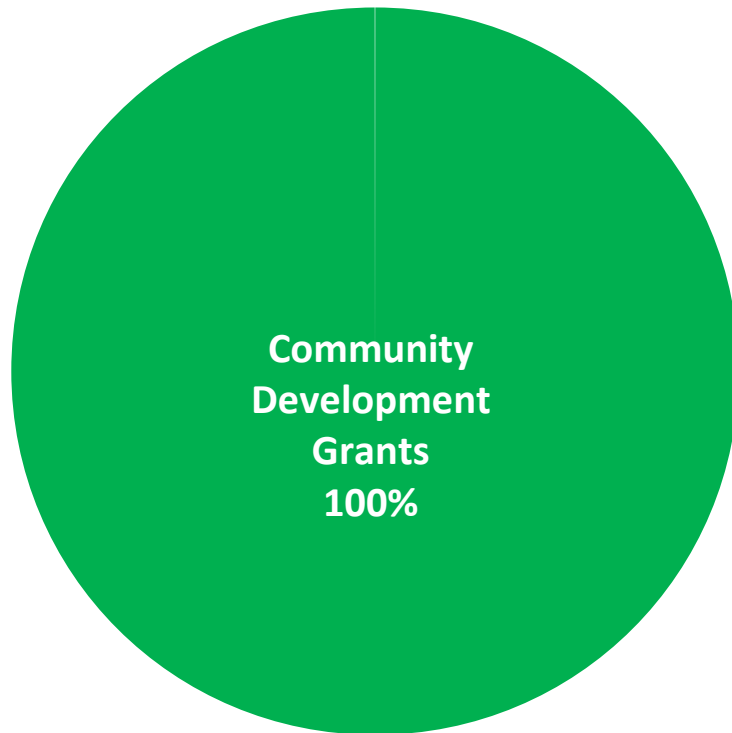
Enterprise FTEs = 1,281.50



How Community Development Grants Fit in the Enterprise in FY 18/19 – Budget

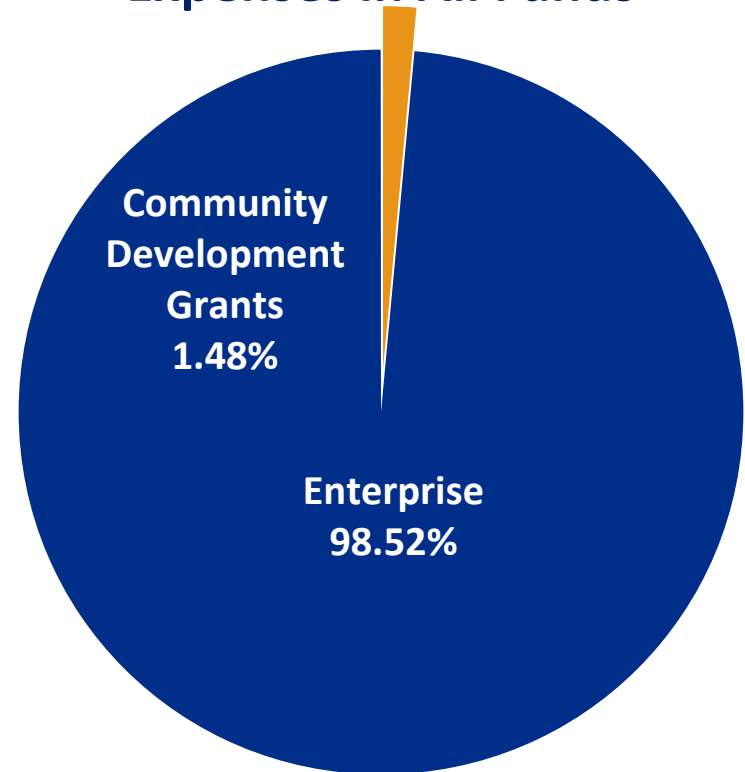
100% of Expenses in Fund 1.48% of Expenses in Enterprise

Expenses in the Fund



**Community Development
Grants Expense = \$2,688,302**
Fund Expense = \$2,688,302

Expenses in All Funds



All Funds = \$181,339,723



Staffing

	Budgeted FY16/17	Budgeted FY 17/18	Proposed FY 18/19
FTEs	1.00	4.02	3.81

FY 2018

Transferred 3.02 FTEs from General Fund.

FY 2019

Transferred 0.25 FTE to General Fund KAAC for CD Housing & Facilities Manager.
Transferred 0.04 FTE from General Fund Community Development.



Revenue Budget - CDBG

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Grants -				
• Grant Programs	\$ 1,063,453	\$ 1,206,584	\$ 624,062	\$ 1,610,240
• Transportation	1,569	1,500	1,500	-
• Program Income	12,875	7,373	-	4,236
Miscellaneous	1,652	-	-	-
From Grant Funds	12,495	13,938	-	-
(To) Grant Fund Balance	-	-	-	-
Total	\$ 1,092,044	\$ 1,229,395	\$ 625,562	\$ 1,614,476
=Base request				\$ 1,614,476
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Grant Funds				-
=Total				\$ 1,614,476



Expense Budget – CDBG Grant

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Expense:				
Operations				
• Personnel Services	\$ 222,173	\$ 217,358	\$ 220,345	\$ 227,338
• Materials & Supplies	15,775	32,469	26,713	34,942
• Contracts	2,810	7,176	7,575	13,098
• Programs	851,286	972,392	370,929	1,339,098
Total	\$ 1,092,044	\$ 1,229,395	\$ 625,562	\$ 1,614,476
=Base request				\$ 1,614,476
+Decision packages				-
=Total				\$ 1,614,476



Explanation of Expense Variance

- ☐ Change in federal funding level for CDBG allocation.
- ☐ Change in uncompleted prior year project funding going forward.



Revenue Budget – HOME Grant

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Grants -				
• Grant Programs	\$ 354,987	\$ 803,479	\$ 197,623	\$ 1,017,004
• Program Income	53,792	49,822	-	49,822
Miscellaneous	31	-	2,583	7,000
From Grant Funds	-	-	183,862	-
(To) Grant Fund Balance	(73,465)	(34,655)	-	-
Total	\$ 335,344	\$ 818,646	\$ 384,068	\$ 1,073,826
=Base request				\$ 1,073,826
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Grant Funds				-
=Total				\$ 1,073,826



Expense Budget – HOME Grant

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Expense:				
Operations				
• Personnel Services	\$ -	\$ 30,273	\$ 30,516	\$ 28,682
• Materials & Supplies	-	12,661	9,837	17,168
• Contracts	-	7,000	1,033	3,000
• Programs	335,344	768,712	342,682	1,024,976
Total	\$ 335,344	\$ 818,646	\$ 384,068	\$ 1,073,826
=Base request				\$ 1,073,826
+Decision packages				-
=Total				\$ 1,073,826



Explanation of Expense Variance

- ☐ Change in federal funding level for HOME allocation.
- ☐ Change in uncompleted prior year project funding going forward.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages				



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages				



City Manager's Comments





HOT FUND



FY 2019 Proposed Budget Presentation

Fund: Hotel Occupancy Tax

Department: Community Development

Division: Killeen Civic &

Conference Center (KCCC),
Convention & Visitors Bureau,
Mixed Beverage Operations

Mission

To provide superior civic, convention, and exhibition facilities for the City of Killeen.



Mission Elements

- ☐ Event marketing and booking to maximize revenue opportunities by leasing available space.
- ☐ Event planning and coordination.
- ☐ Event set-up and support.
- ☐ Facility cleaning and maintenance.



By the Numbers:

❑ Event marketing and booking to maximize revenue opportunities by leasing available space:

❑ Number of events booked:	790
❑ Amount of catering fees collected:	\$ 38,600
❑ Amount of alcohol sales:	\$200,000
❑ Amount of rental and equipment fees:	\$407,000
❑ Number of hotel-motel usage:	2,500 rooms in Killeen 39 hotels
❑ Number of conventions contracted:	18
❑ Hotel rooms occupied during conventions:	5,100



By the Numbers: (cont'd)

☐ Event planning and coordination:

- ☐ Developed new client rate brochures and sales folders.
- ☐ Developed a master stats report with KCCC/KCVB monthly data.
- ☐ Improved the monthly mixed beverage reports.
- ☐ Incorporated quarterly meetings with local hotel partners.

☐ Event set-up and support:

- ☐ Replaced the ballroom and meeting room air walls.
- ☐ Added interior digital signage for guest room directions.

☐ Facility cleaning and maintenance:

- ☐ Updated evacuation plans for all rooms and facilities.
- ☐ Updated certificate of occupancy for all rooms and facilities.



Goals for FY 18/19

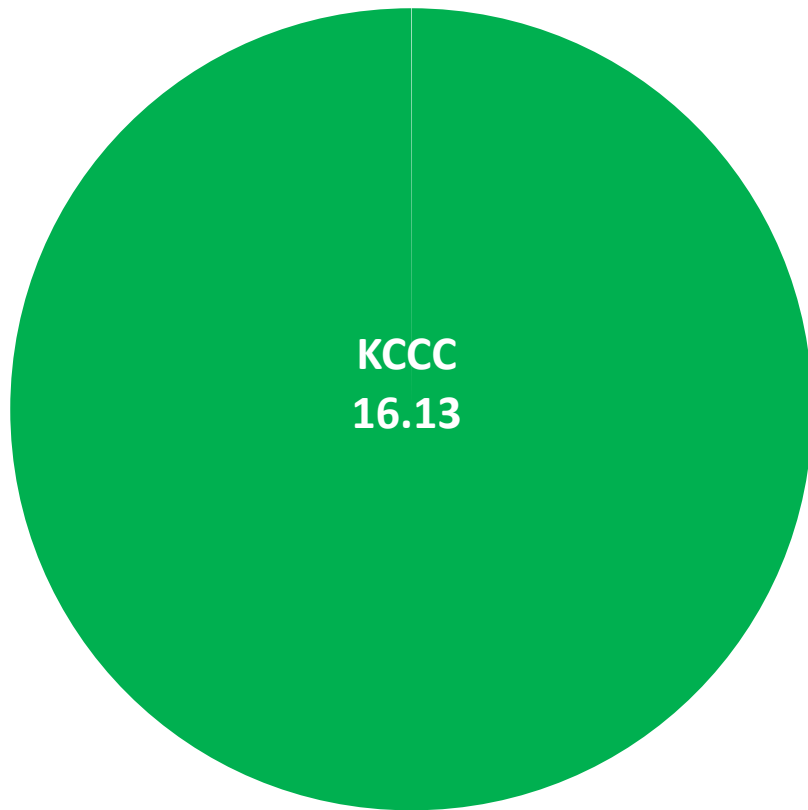
- ☐ Continue marketing efforts to promote Killeen through interactive websites and social media outlets.
- ☐ Promote Killeen as the premier city for conventions, conferences, reunions, and meetings.
- ☐ Create client packages for special holiday to increase rentals.
- ☐ Encourage staff to utilize Convention Visitors Bureau services and recruit municipal government organizations to host annual conferences and trainings in Killeen.
- ☐ Market the city as a tourist destination.
- ☐ Incorporate educational, traveling exhibits.
- ☐ Expand mixed beverage services to city facilities to increase revenue.



How KCCC Fits in the Enterprise in FY 18/19 – Staffing

100% of FTEs in Fund

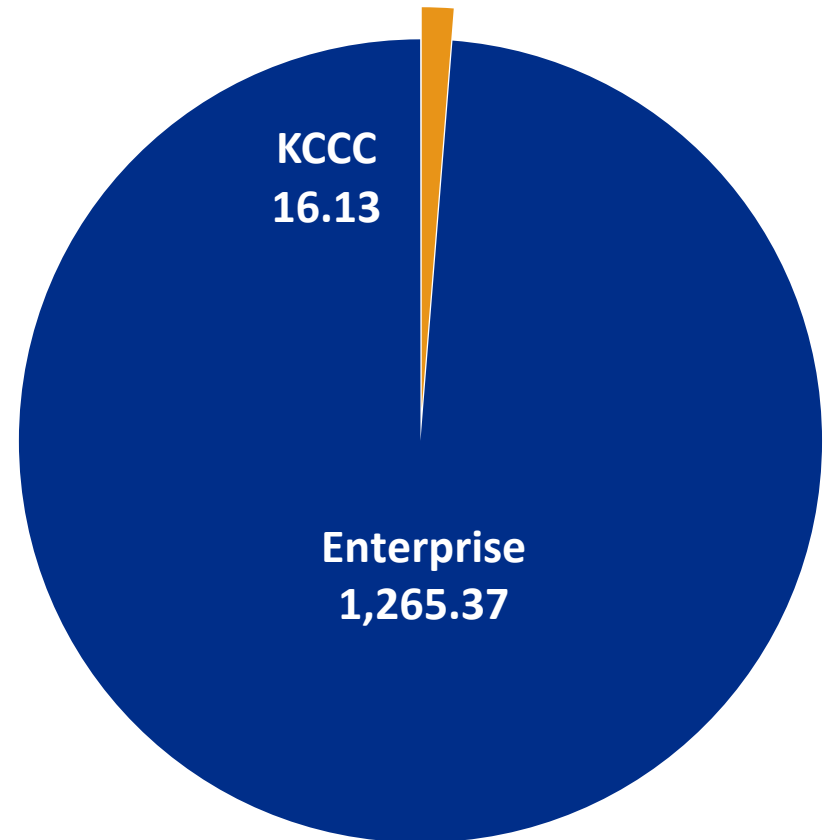
FTEs in the HOT Fund



KCCC FTEs = 16.13
HOT Fund FTEs = 16.13

1.26% of FTEs in Enterprise

FTEs in All Funds



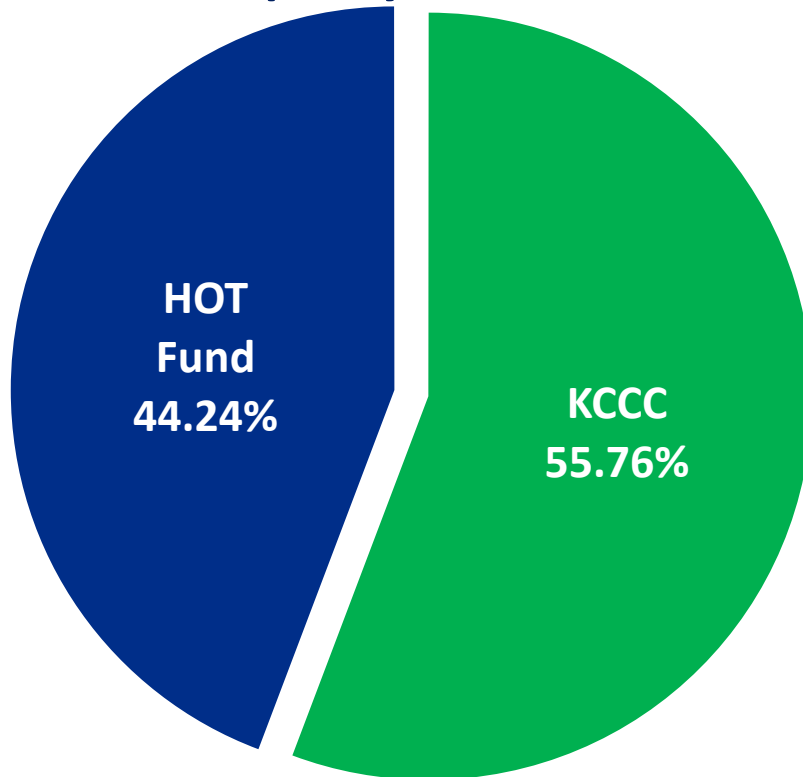
All Funds FTEs = 1,281.50



How KCCC Fits in the Enterprise in FY 18/19 – Budget

55.76% of Expenses in Fund

Expenses in the Hotel
Occupancy Tax Fund

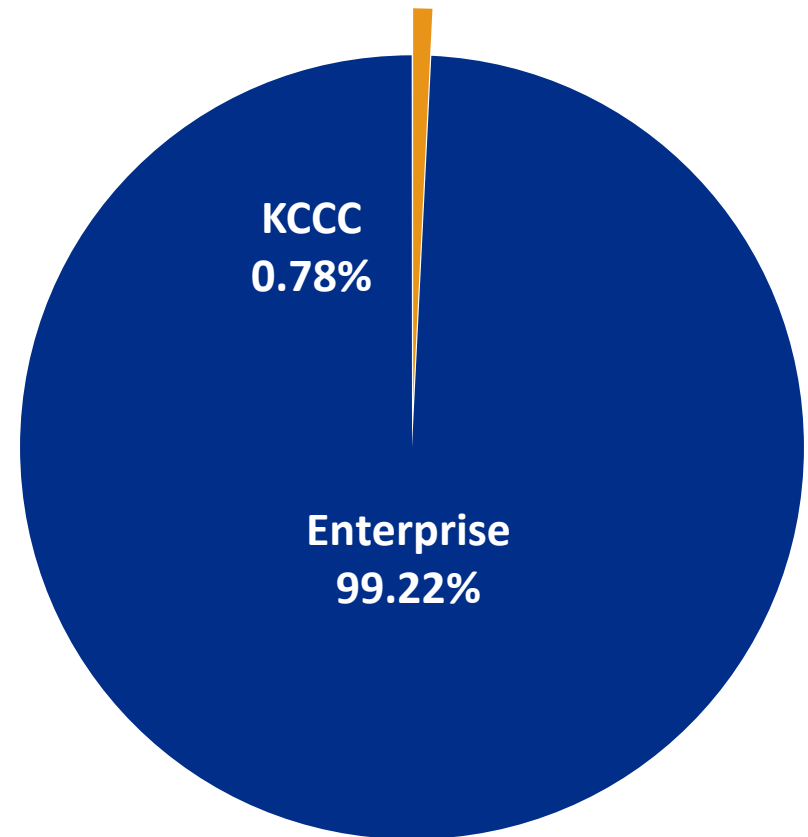


KCCC Expense = \$1,422,288

Hotel Occupancy Tax Fund = \$2,550,752

0.78% of Expenses in Enterprise

Expenses in All Funds



All Funds = \$181,339,723



Staffing

	Budgeted FY16/17	Budgeted FY 17/18	Proposed FY 18/19
FTEs	13.50	13.50	16.13

FY 2019

Added Events Crew Leader (Night), Event Coordinator, and part-time position as part of an approved decision package.



Revenue Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Operations Fees	\$ 599,472	\$ 695,000	\$ 699,684	\$ 703,140
Grants	-	-	-	-
From HOT Fund	960,833	577,163	536,464	615,674
Total	\$ 1,560,305	\$ 1,272,163	\$ 1,236,148	\$ 1,318,814
=Base request				\$ 1,318,814
+Decision Packages - From Additional Revenue				-
+Decision Packages - From HOT Fund				183,474
=Total				\$ 1,502,288



Explanation of Revenue Variance

- ❑ Slight increase in revenues to include room, equipment, catering and mixed beverage sales.



Expense Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Expense:				
Operations				
• Personnel Services	\$ 615,191	\$ 638,333	\$ 640,940	\$ 680,868
• Materials & Supplies	192,374	185,732	189,023	214,246
• Electricity Services	230,223	226,396	225,896	228,317
• Contracts	115,491	91,446	95,321	96,000
• Advertising/Marketing	88,846	74,756	36,000	48,143
• Cost of Goods Sold	51,537	55,500	43,468	51,240
• Capital Outlay	266,661	-	5,500	-
Total	\$ 1,560,323	\$ 1,272,163	\$ 1,236,148	\$ 1,318,814
=Base request				\$ 1,318,814
+Decision packages				183,474
=Total				\$ 1,502,288



Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Compensation equity – phase I.
- ☐ Inflationary increase.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Mounted Warfare Museum		\$80,000	\$0	\$80,000
Events Crew Leader Night, Personnel-New	2	41,293	0	41,293
Event Coordinator, Personnel-New	3	45,009	0	45,009
Event Assistant Part Time, Personnel-New	4	12,828	0	12,828
Event Coordinator, Personnel-Reclassification	5	871	0	871
Civic & Conference Center Assistant, Personnel-Reclassification	6	745	0	745
Operations Manager, Personnel-Reclassification	7	1,175	0	1,175



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Convention & Visitors Bureau (CVB) Manager, Personnel-Reclassification	1	\$1,553	\$0	\$1,553
Total Decision Packages		\$183,474	\$0	\$183,474



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Bar Manager, Personnel-New	1	\$45,778	\$0	\$45,778
Traveling Exhibit to KC3 Geared Towards Families, Program-New	2	30,000	0	30,000
Total Decision Packages		\$75,778	\$0	\$75,778



City Manager's Comments





PEG FUND



FY 2019 Proposed Budget Presentation

Fund: Public Education Government
(PEG)

Department: Communications

Division: Government Channel

Mission

The Public Education Government (PEG) channel's mission is to provide access to City government meetings and information by paying for equipment and capital improvements related to cable broadcasting.



Mission Element

- ☐ Pay for equipment.
- ☐ Pay for capital improvements.



Goals for FY 18/19

- ☐ Complete renovation of City Council Chambers to include new technology.
- ☐ Create a dedicated production studio.



Revenue Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
PEG Funds [1% payment]	\$ 225,552	\$ 208,000	\$ 208,000	\$ 208,000
Miscellaneous	6,047	1,800	1,800	1,332
From PEG Fund Balance		140,200	140,200	-
(To) PEG Fund Balance	(51,343)	-	-	(133,000)
Total	\$ 180,256	\$ 350,000	\$ 350,000	\$ 76,332



Expense Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Expense:				
Operations				
• Personnel Services	\$ 160,627	\$ -	\$ -	\$ -
• Materials & Supplies	11,356	50,000	50,000	76,332
• Capital	8,273	-	-	-
• Transfer to General Fund CIP	-	-	-	-
for Capital Outlay -	-	300,000	300,000	-
Workshop Recording Project				
Total	\$ 180,256	\$ 350,000	\$ 350,000	\$ 76,332



Explanation of Expense Variance

- ☐ No capital projects in FY 2019.
- ☐ Studio renovations budgeted.



City Manager's Comments





OTHER



FY 2019 Proposed Budget Presentation

Fund: Special Revenue Funds

Department: Multiple

Division: Multiple

Revenue Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Revenue:				
Community Service Donations	\$ 66,705	\$ 280,000	\$ 221,000	\$ 295,000
Tax Increment Fund	120,046	229,533	229,533	238,476
Law Enforcement Grant	47,760	138,303	205,894	570,051
Police Department Donation Fund	104,816	83,491	73,816	159,680
Animal Control Donations	10,836	15,970	84,617	185,122
Total	\$ 350,163	\$ 747,297	\$ 814,860	\$ 1,448,329



Expense Budget

	Actual FY 16/17	Adopted Budget FY 17/18	Estimated Actual FY 17/18	Proposed Budget FY 18/19
Expense:				
Operations				
• Community Service Donations	\$ 25,384	\$ 280,000	\$ 221,000	\$ 295,000
• Police Department Donations	61,976	160,798	160,798	233,496
• Law Enforcement Grant	47,325	138,303	205,894	570,051
• Animal Control Donations	11,101	20,000	70,000	199,739
• Tax Increment Fund	-	-	-	-
Total	\$ 145,786	\$ 599,101	\$ 657,692	\$ 1,298,286



City Manager's Comments

